

**Invitation for Bid for Design, Printing and Supply Work of Annual Report-2025. (Time Extension)**

- **Company Eligibility** : Reputed company having minimum 5-year experience on working of Bank Annual Report Design, Printing & Supply Work.
- **Name of the Work** : Design, Printing & Supply of Annual Report-2025.
- **Address of the Work** : General Services Division, Midland Bank PLC., Head Office, Zahed Plaza, 7<sup>th</sup> Floor, 30 Gulshan Avenue, Gulshan-2, Dhaka-1212.

▪ **Terms and Conditions:**

01	Company Profile	:	Company profile is to be submitted along with the proposal. Proof of work completion certificate ( <a href="#">performance certificate of completing design, printing and supply work Bank Annual Report</a> ) is also to be submitted along with the company profile.
02	Design and Creation Work	:	The design work should be done in preferably <a href="#">InDesign software</a> . Vendor to prepare at least 3/5 annual report theme and cover page design. Bank will select among the choice.
03	Contact person of the company	:	Please mention the name, designation and contact number of the spoke person of the company.
04	Requirement	:	Given requirement may be changed due to change in requirement at Bank end.
05	Dummy Copy	:	Vendor is to forward sample/dummy copy of Annual report along with quotation.
06	Machine Proof Cost	:	1 time 1 book machine proof cost will be included with the price.
07	Deadline of Submission	:	Quotation will be submitted <a href="#">on or before 02 February, 2026 within 12.00PM</a> .
08	VAT & AIT	:	Submitted price will be inclusive of VAT & AIT.
09	Payment schedule (if awarded)	:	Payment will be made after successful completion of the delivery and after deducting of VAT and AIT.
10	Delivery Schedule	:	Sample Book (Proof Copy) and final book will be delivered as per bank schedule. If vendor fail to deliver the product within the stipulated time, then penalty will be imposed against the vendor as per bank discretionary.
11	Associated Jobs/Issues	:	Vendor has to prepare at least 3/5 annual report theme Vendor to prepare at least 3/5 cover page design Vendor has to do photography as per bank schedule in multiple locations
12	Persuasion	:	No persuasion is allowed to get the work. If any company tried to do so, their proposal will be treated as cancel or non-submission.

▪ **Product Specification:**

Creative Design Work of Annual Report-2025			
Book Cover Page:			
01	Theme & Cover Page Story	:	at least 3/5
02	Type of Design	:	Full Book
03	Output File	:	Will be Ready to handover
04	Sample Book	:	1 time
05	PDF File for Website and Email	:	Yes
06	Corporate Photoshoot	:	1 job ( in multiple locations)
07	Content Writing	:	Preparation of the Necessary content for the annual report book, including the revision of linguistic and grammatical elements , as well as the correction of spelling.

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Printing Work of Annual Report-2025				
Book Cover Page:				
01	Size	:	11.70 inch x 8.50 inch	
02	Pages	:	Cover: 04 Pages (02 Leafs).	
03	Paper	:	300 GSM Art Card	
04	Lamination	:	Matt Lamination with Spot	
05	Printing	:	Multi-Color (4/5/6 color based on design)	
Book Inner Page:				
02	Size	:	11.00 inch x 8.50 inch	
03	Pages	:	( +/- ) 376 Pages (188 Leaves).	
04	Paper	:	120 GSM Art/Matt	
05	Printing	:	Multi-Color both side	
06	Lamination	:	No	
07	Binding	:	Perfect Switching and Machine Glue Binding	
08	Number of Machine Proof	:	1 times	
09	Number of Book for Machine Proof	:	1 Book	
Poly Cover:				
01	Size	:	11.80 inch x 8.80 inch	
02	Type	:	Transparent Poly	
03	Others	:	Bag system with better quality glue	

■ **Financial Proposal Format:**

SL	Name of Items	Qty.	Rate	Amount
01	Design Work of Annual Report-2025	1 Job		
02	Printing and Supply of Annual Report-2025 along with poly cover	800 Book		
03	Machine proof Cost- (1 Forma : 4 Leaf : 8 Page)	1 Job		
04	Printing Cost – (1 Forma : 4 Leaf : 8 Page)	1 Job		
05	Additional Design Cost	1 Page		
06	Sample Book (Print Copy)	20 Book		
07	Machine Proof Book	20 Book		
<b>Total:</b>				

■ **Contact Person of the Bank:**

Rahul Dev Nath

First Assistant Vice President, General Services Division,  
Head Office, Midland Bank PLC.

Zahed Plaza (Level-07), 30 Gulshan Avenue

Gulshan-02, Dhaka-1212, Contact: +88-0966641099 (Ext: 1108)

Midland Bank PLC. (MDB) reserves the right to accept or reject any or all the tenders even it is the lowest bid without assigning any reasons whatsoever.



**Nakul Chandra Debnath**  
Senior Vice President &

Head of General Services Division