

Sub: Quotation for printing and supply of the following item for the 24th Convocation of IUB

Sl.	Description of the Items	Quantity (copies)	Rate	Total (Tk.)
1.	<p>Yearbook for the 24th Convocation:</p> <p>Total number of pages (except front and back) : 290 pages</p> <p>Dimension: 12 inch x 8.5 inch</p> <p>Outer Cover: To be printed in 4 colors on 170 gsm art paper. Complete with matt and spot lamination.</p> <p>Cover: To be printed in 4 colors (both side) on 120 gsm art paper with 28-ounce board pasting. Complete with matt lamination</p> <p>Inner page: 290 pages (145 Leaves) to be printed in 4 colors (both side) on 120 gsm matt paper.</p> <p>Pustani: 8 pages to be printed in single color (both side) on 200 gsm solid card.</p> <p>Binding: Stitch with glue binding</p> <p>Format price: (8 pages' format)</p> <p>Box: To be printed in 4 colors on 400 gsm paste Swedish board. Complete with mat lamination, die-cutting and making.</p> <p>(Everything will be as per sample of the Yearbook)</p> <p>Note:</p> <ul style="list-style-type: none"> ➤ IUB Media & PR Department will do design and layout for the first 100 pages (including front and back). IUB M&PR will also provide the design template for the remaining pages. Vendor will do layout and also, they will have to edit 2,343 copies passport size photographs. 	2600		

Total amount in words:

Terms & Conditions:

1. The **sealed** quotation will be sent to the Purchase & Procurement Department , at Plot-16, Block-B, Aftabuddin Ahamed Road, Bashundhara R/A, Dhaka- by **September 20, 2023**
2. The products will be delivered within 15 days from the date of approval of the final drafts or as specified by the concerned department of the university.
3. **The Vendor must show machine proof before going to final printing. The proof of the printing materials will be checked & verified by the concerned department of the university.**
4. The quality of papers, size, font, color of the printing materials will be as per the sample or as specified by the concerned department of the university.
5. The supplier must ensure quality of printing materials & workmanship.
6. The supplier will be penalized if there is any deviation from the specifications as stated above.
7. The vendor must have at least three years' work experience in the relevant field.
8. The total quoted amount should be expressed in round figure (Taka) and inclusive of VAT or any other applicable Govt. Taxes.
9. The payment will be made within 30 days from the date of receipt of the bill and after proper quality certification from the concerned department of the university. However, the bill will be adjusted on the basis of number of inner pages.
10. The university authority reserves the right to increase or decrease the quantity of the books and accept or reject any or all the quotations without assigning any reasons whatsoever.

Note: Please visit IUB Purchase & Procurement Department to see the sample of the above-mentioned item between office hrs. 9-30 am to 4-00 pm (Sunday through Thursday) before submitting quotation.

