

# JANATA BANK LIMITED

Procurement Department  
Head Office  
48, Motijheel C/A  
Dhaka-1000.

## Tender Notice for Printing and Supplying of 3,00,000 (Three Lac) Wall Calendar and 10,000(Ten Thousand) Wall Calendar Envelope.

DATE: 10.10.2021

Tender is invited from bonafide Printers having experience in printing & supplying of at least 3,00,000(Three Lac) Wall Calendar in a single work order at any Government/Non Government Organizations in Bangladesh for Printing & Supplying of 3,00,000(Three Lac) Wall Calendar and 10,000(Ten Thousand) Wall Calendar Envelope for the year 2022.

1.	Tender No	PD/DGM/Wall Calendar & Envelope-2022/21
2.	Name of Goods	Printing & Supplying of 3,00,000(Three Lac) Wall Calendar and 10,000(Ten Thousand) Wall Calendar Envelope for the year 2022 as per following specification : <b>Wall Calendar:</b> (a) Size : 22.50" x 17.00" (b) No of pages : 7(Seven) including cover page. (c) Paper : Cover page - 80 GSM white paper(Milk White). Calendar pages - 170 GSM Foreign Matt Paper. (d) Printing : 4 Color printing in both side of calendar pages. (e) Supporting art card : Size - 4" x 17", 300+300=600 GSM(Pesting Board). (f) Binding : Foreign $\frac{5}{16}$ " wire-o(Black Color), 12 gauge 16.50" long hanger. (g) Design: As per Bank approved sample. <b>Wall Calendar Envelope:</b> (a) Size : 23.25" x 17.75" (b) Paper : 80 GSM Milk White Offset Paper. (c) Printing: 4 color Printing in one side (d) Design: As per Bank approved Sample.
3.	Source of Fund	Bank's Own Budget
4.	Eligibility of Tenderers	Interested tenderers/Bidders will have to submit the following documents along with the tender: (a) Attested Copy of up to date (2021-2022) Trade License. (b) Attested Copy of VAT Registration Certificate. (c) Attested Copy of up to date Income Tax Certificate showing TIN number. (d) Attested Copy of Bank Solvency Certificate. (e) Attested Copy of Documentary evidence for 3(three) years in offset printing. (f) Attested Copy of Experience certificate in printing & supplying of at least 3,00,000(Three Lac) Wall Calendar in a single work order.
5.	Cost of Tender Document	Tk. 3,000/-(Three thousand) only (Non-refundable), in the form of Pay Order/ Demand Draft from any branch of Janata Bank Limited favouring Janata Bank Limited, Head Office, Dhaka.
6.	Amount of Earnest Money/Tender Security	Tk. 3,50,000/-(Three lac fifty thousand) only (Refundable).
7.	Name & Address of the office Selling Tender Document	Procurement Department, Janata Bank Limited, Head Office, 4 <sup>th</sup> Floor, 48, Motijheel C/A, Dhaka-1000 during office hour with an application in Tenderers/Bidders letter head pad.
8.	Name & Address of the office Receiving & Opening Tender Document	Procurement Department, Janata Bank Limited, Head Office, 4 <sup>th</sup> Floor, 48, Motijheel C/A, Dhaka-1000.
9.	Last date & time of Selling Tender Document	<b>25.10.2021</b> upto office hours
10.	Tender Submission Date & Time	<b>26.10.2021</b> from <b>10.00am</b> to <b>2:15pm</b> .
11.	Tender Opening Date & Time.	<b>26.10.2021</b> at <b>2.30pm</b> , Opened & Singned in presence of the tenderers if any.
12.	Name & address of the office inviting Tender	Janata Bank Limited, Procurement Department, Head Office, 4 <sup>th</sup> Floor 48, Motijheel C/A, Dhaka-1000, Tel: 223387402, 223385718.
13.	SPECIAL INSTRUCTIONS	a) No tender document will be sold on the tender opening date. b) The Procuring Entity may increase or decrease the number of Calendars. c) If it is not possible to receive and open the tender on the schedule date for any unavoidable circumstances, the same will be received and opened on the next working date at the same time and same venue. No further notice will be served in this regard. d) Any information regarding this tender may be known from the office of the undersigned. e) All activities in connection with this tender will be governed by "PPA-2006" & "PPR-2008". f) Bank authority reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever.

(Gopal Chandra Mondal)  
Deputy General Manager