



# CITIZENS BANK

TODAY · TOMORROW · TOGETHER

Public Relations Division

76, Motijheel C/A, Dhaka.

## Tender Schedule for Printing of Wall and Desk Calendar 2026

In order to print & deliver of wall & desk calendar 2026 tender in sealed cover are hereby invited from reputed printing houses as per following specifications:

### Specifications for Printing of Calendar 2026

#### **Wall Calendar: 10,000 pcs**

Size: 20" X 15"

Page/Leaves: 07

Paper: 150 GSM Matt Paper

Color: 6 Color (one spot color for logo)

Top Sheet: 4 Color

Binding: Wire-o Binding (Foreign)

#### **Envelope:**

Paper: 100 GSM Offset Paper

Color: 4 Color

Size: As per matching size of Wall Calendar

#### **Desk Calendar: 10,000 pcs**

Size: 9 " x 6 "

Page/Leaves: 13

Paper: 300 GSM Art Card

Color: 6 Color (one spot color for logo)

Top Sheet: 4 Color

Binding: Wire O-binding (Foreign Wire) and stand with matt laminated Hardboard

#### **Envelope:**

Paper: 100 GSM Offset Paper

Color: 4 Color

Size: As per matching size of Desk Calendar

Sl. No.	Terms and Conditions
01	Price Quotations is to be submitted in sealed cover as mentioned specifications at Public Relations Division from <b>November 6, 2025 to November 10, 2025 on or before 4 PM.</b>
02	If vendor qualifies in the bidding process you will have to sit in an after-bid meeting to finalize the terms & conditions and other related process.
03	The quoted price is to be inclusive of VAT & AIT. Bank will deduct as per Govt. rules.
04	Vendor must have to deliver mentioned quantity of Wall & Desk Calendar within 15 days from receive of work order and designs.
05	Vendor must have to deliver machine proof copy and take approve from the bank authority before going for final print of calendars.
06	<u>Eligibility of Tender:</u> <ul style="list-style-type: none"><li>The bidder must have 03 (Three) years similar work experience in the Banking sector/Multinational Organization/Corporate Sector.</li><li>The bidder must have skilled work force/set-up as regard to such kind of works for smooth functioning.</li></ul>
07	The quoted price of each item should be justified and there should not be a large variation compared to current market price.
08	The Bank reserves the right to accept or reject any or all tenders without any reason what so ever and not bound to accept the lowest tender.

\*\*Terms & Conditions Apply

Public Relations Division