

Ref: MGBPLC/HO/GSD/AR/2026

Date: June 11, 2026

Tender Notice for Designing, Printing and delivery of Annual Report 2025

Sealed quotations are hereby invited from reputed Printing Houses/Agencies/ Add Firms for design development, printing and delivery of Annual Report 2025 as per following terms, conditions and specification:

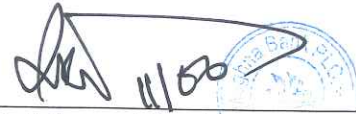
- 1) Tender Notice Ref. No. and Date : MGBPLC/HO/GSD/2026 Date:10/06/2026
- 2) Purpose of tender : Design development, Printing and delivery of Annual Report 2025.
- 3) Eligibility for the tender : Minimum 5 years of experience in related field.
- 4) Address of the office submission of the tender bid : General Services Division, Suvastu Imam Square (Level-07), 65 Gulshan Avenue, Gulshan-01 Dhaka (in the designated tender box placed at the reception)
- 5) Last date of submission of the tender bid : Date: 17/06/2026; Time: 12:00 Hours
- 6) Opening date and time of tender bids : Date: 17/06/2026; Time: 12:30 Hours
: If the tender opening date falls on a holiday, the bids will be opened on the **next working day**.
- 7) Details of works & specifications : **As attached [Annexure A]**
- 8) Name of Division/Department inviting tender : General Services Division, Head Office, Dhaka
- 9) Papers/certificates to be enclosed with proposal :
 - a. Copy of Trade License
 - b. Copy of TIN certificate
 - c. Copy of VAT certificate.
 - d. Copy of BIN Certificate
 - e. Satisfactory performance certificate.
 - f Detailed Clients List
 - g. Bank Statement (last 6 months)
- 10) Special instructions :
 - a) Tender bids shall remain valid for 45 (forty-five) days from the date of opening.
 - b) Tender bids shall be declared ineligible if all papers/documents called for in serial No. 9 are not enclosed.
 - c) Besides all above noted conditions all other terms and conditions Mentioned in the tender schedule shall also apply.
 - d) For any further quarry you can contact with Mr. Mamun Akhtar Khan, Senior Principal Office, General Services Division (+8801730700957)



11) Bank's Rights

Meghna Bank PLC reserves the right to:

- Accept or reject any or all tenders without assigning any reason.
- Negotiate with any bidder if necessary.
- Increase or decrease the quantity, modify specifications, or other parameters as deemed appropriate.

A handwritten signature in black ink, followed by the date "11/10/20". To the right of the date is a circular blue stamp with the text "Meghna Bank PLC" around the perimeter.

Head of General Services Division

"Annexure-A"

SI	Description	Qty	Rate	Total Amount
1	Concept Development & Creative Direction	1		
2	Cover Page Design			
3	Annual Report Inner Design & Layout (Approx. 250-300 Pages)			
4	Infographic & Data Visualization Design			
5	Image Retouch & Content Formatting			
6	Final Artwork Preparation & Print Support			
7	PDF Interactive Version Preparation			
8	Photoshoot	70 Person		
9	Annual Report Printing Specifications: Size: 8.5' X 11.50' Cover: 350gsm Art Card, Foil emboss, spot lamination, matt lamination, 4, 5 or 6 color printing based on design Total Pages: 280 Inner Pages: 192 pages (2-color printing) 88 pages (4-color printing) Inner Paper: 150 GSM art/matt paper Binding: Perfect Stich & Glue Binding Envelope: Poly Cover	100		

Terms and Conditions:

- Price must be inclusive of VAT and AIT and will be deducted as per Government rules.
- **All other** terms and conditions mentioned in the tender schedule **shall apply**
- Delivery Address: Suvastu Imam Square (L-07), 65 Gulshan Avenue, Gulshan-01, Dhaka

