



**EXPORT IMPORT BANK
OF BANGLADESH PLC.**

Head Office, EXIM Bank Tower, Plot # 15, Road # 15,
Block# CWS(C), Bir Uttam A. K. Khondokar Road,
Gulshan-1, Dhaka-1212
Phone : 09666716246, Ext.: 1490-91

**INVITATION FOR TENDER
Printing of Annual Report-2024**

Export Import Bank of Bangladesh PLC. would like to procure 450 (Four Hundred Fifty) pieces Annual Report-2024. Sealed tenders are hereby invited by Export Import Bank of Bangladesh PLC. for printing of Annual Report 2024 from bonafide printing press/firm/creative agency who have at least 05 (five) years relevant experience in printing of Annual Report of Financial Organizations, Multinational Companies or reputed Corporate Organizations and have the set up for large scale printing job with efficient technical skill to execute the work within the stipulated time. Tender details are as follows

1	Item	Annual Report-2024 Envelope
2	Quantity	450 Pieces
3	Specification	Size : 11.75"x 8.75" Page (Inner) : More or less 562 Pages + Cover Page Paper : 100 gsm Art/Matt Paper (Inner Pages) Cover Page : 350 gsm Special Paper (Art Paper) Print : 04 (Four) Color Printing Lamination : Ambros, Matt & Spot Lamination (Front Side) Design : Full Design (soft copy) will be provided by the Bank. Binding : A Class Machine Binding Envelopes : 120 gsm offset paper 4 color printing Size as per Annual Report.
4	Tender Schedule Selling Date and Time	15.04.2025 to 23.04.2025 during office hour.
5	Tender Submission Date and Time	Tender should be submitted in a tender box kept at General Services Division of the bank within 24.04.2025 by 04:00 pm.
6	Name & Address of the office for selling and submitting of Tender	General Services Division, Export Import Bank of Bangladesh PLC., Head Office, EXIM Bank Tower (2 nd Floor), Plot # 15, Road # 15, Block # CWS(C), Gulshan- 01,Dhaka- 1212.
7	Price of Tender Schedule	Interested bidders may purchase tender schedule on Payment of Tk.1,000/- (One Thousand) only in Payment Order (non-refundable).
8	Earnest Money	5% of the quoted value of the works shall be submitted with financial proposal as earnest money in the form of Payment Order (refundable) favoring Export Import Bank of Bangladesh PLC.
9	Special Instruction	Only bonafide firms having long business track record will be qualified for this bidding. The authority reserves the right to accept or reject any or all tenders without assigning any reason whatsoever and also not bound to accept the quotation of lowest bidder.

**Senior Vice President & Head
General Services Division**

Size: 5.5x3 Col BW