

Date: 03.11.2024

Quotation for Training Manual Printing

Requested to submit quotation from Interested Supplier for the following items

SL	Item Description	Quantity	Unite price	Total price
1	04 Training Manuals: 300 (copy each) Design: 04 Training Manuals Cover page Size: 10X7.5 inch Paper weight: 120 gsm Art paper (inner) 300 gsm Art card (cover) Print: 1 color (inner) 4 color (cover) Binding: Auto juice binding	1200 nos.		

Terms and conditions

1. Quotation submission: Interested suppliers are requested to submit quotation to Executive Director, Bangladesh Institute of Labour Studies –BILS, Razzak Villa, 8/Ka/A, Dhaka-1209 or through email: bils@citech.net with a copy to acharjeedhaka@yahoo.com or Hard Copy of quotation by 09 November 2024.
2. Details of the Manual printing Specification should be mentioned in the quotation. Unit cost and total cost should be quoted. Also please indicate the VAT/TAX included or excluded with the quoted price.
3. The Manuals should be delivered by the supplier's own arrangement to the Bangladesh Institute of Labour Studies –BILS, Razzak Villa, 8/Ka/A, Dhaka-1209 by 12 November 2024
4. Payment: The payment will be made by an account payee cheque to the name of the supplier as mentioned in their quotation upon receiving of goods with satisfactorily.