



মার্কেটাইল ব্যাংক লিমিটেড
Mercantile Bank Limited

Head Office: 61, Dilkusha C/A, Dhaka-1000

TENDER NOTICE

1. Design of Wall calendar & Desk Calendar-2017:

Designs of Wall Calendar & Desk Calendar-2017 of our Bank are invited from the Advertising, Designing, Printing Firms and individual of the country as per following specifications:

- i. Designs of Wall Calendar & Desk Calendar-2017 should be on any of the following subjects:
 - a) Landscape, b) Financial And Economic Activities of Bangladesh, c) Natural Beauties and sceneries, d) Heritage and Archeology of Bangladesh, e) Abstract Art, f) 'Abohoman Bangla' and g) Any other relevant ideas from the designers.
- ii. Design of Wall Calendar should be of 06 pages (both side design) and one complimentary page (04 colour) on the top and an Envelope (04 colour).
- iii. Design of Desk Calendar should be 13 pages (both side printing including one top sheet) and an Envelope (04 colour).
- iv. The actual sizes of Wall Calendar & its Envelope are 24" X18" and 25" X19".
- v. The actual sizes of Desk Calendar & its Envelope are 6.50" X 8".50 and 7" X9".
- vi. The sample designs of the wall & Desk Calendar with Envelope (at actual size) should be submitted in illustrator version (final for press printing) alongwith soft copy.
- vii. The cost of design of Wall Calendar & Desk calendar-2017 with envelope including VAT & AIT should be submitted in a separate envelope mentioned the name of the Designing firm/individual. **The Designing Firm should also be submitted a declaration that, they will fully liable in future for arising any complicity regarding the ownership of the Design (Photographs) of Calendar-2017.**
- viii. From the submitted design, Bank will select only one design for printing of Wall Calendar & Desk Calendar-2017 and Envelopes. Bank will pay the design cost of designer quoted there against.
- ix. If any sort of deviation from specifications as mentioned above is detected, the design of the Wall Calendar-2017 will not be accepted.
- x. Bank reserves the right to accept any or all of the design(s) in full or part without assigning any reason whatsoever. However design(s) not selected may be returned.

Designs of Wall calendar-2017 with envelope in hard copy of actual size alongwith the soft copy in illustrator form and cost of the Design in separate envelope should be dropped in a sealed Tender Box kept at General Services Division, Level-7 of the Bank on or before **16.08.2016** within 3.00 p.m and the same will be opened on the same day at 3.30 p.m. in presence of the representatives (if any) of the Tenderers.

**Senior Vice President
General Services Division**