

Terms of Reference (TOR)

for

IWM Diary 2023

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IWM Desk Calendar 2023

Institute of Water Modelling (IWM) is the only Institute of its kind established by the Government of Bangladesh in December 1996 to function as a Centre of Excellence and Learning in the field of Computational Hydraulics, Water Modelling and allied Sciences. IWM owes its genesis to UNDP-DANIDA aided Surface Water Simulation Modelling Programme (SWSMP) carried out during 1986-2000.

IWM since has developed state-of-the-art numerical models of rivers, estuaries and Bays covering entire Bangladesh and applied in national important projects in enhancing the quality of water resources planning and management. IWM offers a wide range of specialist ICT based numerical modelling services as well as Hydrometric measurements, hydrographic and topographic surveys and monitoring for land and water use management.



INSTITUTE OF WATER MODELLING

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IWM Diary 2023
Minimum 3 (three) Options

Title of the Work	:	IWM Diary 2023
Number of the Copies	:	4500
Number of Pages	:	To be suggested by vendor with sample including 16 pages color (Matte paper 120 gsm). Other pages (80 gsm foreign off white). At least 120 leaves (240 Pages)
Printing	:	High quality offset printing.
Design	:	DTP design with photos/pictures/charts/graphs
Cover Jacket size	:	Height 21.5 cm and width 15.0 cm
Cover Materials	:	PU Leather of best quality
Box	:	To be suggested by vendor with sample
Binding	:	Punday Ring Binding as per sample, to be suggested by vendor
Delivery	:	Within seven days (sharp) after receiving the final approval of dummy

Note:

- A vendor can submit more than three options, clearly labeled as "Sample-1", "Sample-2" or "Sample-3". Price information should also be mentioned for each sample.
- At least one sample must follow the specification provided above and should be marked as "IWM-Sample". The rest of the options can be of vendors choice.
- The client can choose any design and not bound to follow the ToR.
- Note that **Samples are nonrefundable.**

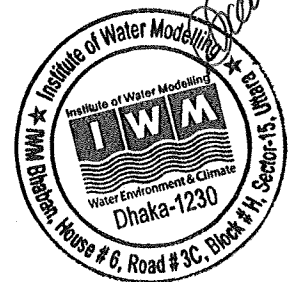


IWM Desk Calendar 2023

Title of the Work	:	IWM Desk Calendar 2023
Number of the Copies	:	4500
Number of the Copies	:	4500 Nos.
Size	:	Height 6 inch and Width 10 inch
Number of Pages	:	13 pages (Back-to-Back Printing)
Paper	:	Swedes Card 350 gsm.
Printing	:	4 color printing with Metallic Sandy & spot lamination
Design	:	Innovative design, DTP design with Photos/Pictures, Charts/Graphs etc.
Binding/Holder	:	32 Ounces pasting Board Wire-o Binding
Delivery	:	Within Seven Days (sharp) after receiving the final approval of dummy.

Note:

- A vendor can submit more than three options, clearly labeled as "Sample-1", "Sample-2" or "Sample-3" Price information should also be mentioned for each sample.
- At least one sample must follow the specification provided above and should be marked as "IWM-Sample". The rest of the options can be of vendors choice. The client can choose any design and not bound to follow the ToR.
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Terms and Conditions

1. Last date of submission along with complete dummy — **26 October 2022**
2. IWM management encourages vendors to submit innovative designs for both diary and calendar.
3. The selected bidder will have to submit designs in color print where necessary and will be agreed to provide color prints as many times as it requires to make it final.
4. The IWM management reserves the right to accept or reject any or all of the designs/quotations in full or part without assigning any reason whatsoever
5. Final dummy must be approved by IWM.
6. Dummies are not refundable.
7. Vendor can submit tender for only diary, or calendar or both.



M. Samiun Nabi
Manager, Business Development
Institute of Water Modelling (IWM)

