

## **Terms of Reference (TOR)**

**for**

**IWM Diary 2018**

**&**

**IWM Desk Calendar 2018**

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 2018**  
**Minimum 3 (three) Options**

Title of the Work	: IWM Diary 2018
Number of the Copies	: <b>3000</b>
Number of Pages	: To be suggested by vendor with sample including 20 pages color (Matte paper 150 gsm); Other pages (80 gsm foreign off white). At least 120 leaves.
Printing	: High quality offset printing
Design	: DTP design with Charts, Graphs and Pictures
Cover Jacket size	: Preferred size: 8.5" x 6.5"
Cover Materials	: PU Leather of best quality
Book Mark	: SS logo with ribbon.
Box	: To be suggested by vendor with sample of good quality material and design. 2 part box as per sample.
Binding	: Book Binding
Delivery	: Within seven days ( <b>sharp</b> ) after receiving the final approval of dummy.

\*Vendors can submit multiple samples. Please mark the samples appropriately with clear link to quotation.

## IWM Desk Calendar 2018

Title of the Work	:	<b>IWM Desk Calendar 2018</b>
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Number of the Copies	:	3000
Size	:	Preferred size: Height 7" x Width 9"
Number of Pages	:	13 pages (Back to Back Printing)
Paper	:	Art Card 300
Printing	:	Full color printing
Design	:	DTP design with Charts, Graphs and Pictures
Stand & Base	:	4mm Acrylic
Box	:	Appropriate design box (300GSM Swedish board)
Delivery	:	Within Seven Days ( <b>sharp</b> ) after receiving the final approval of dummy.

\*Vendors can submit multiple samples. Please mark the samples appropriately with clear link to quotation.

## Terms and Conditions

- 1 Last date of submission along with complete dummy — **7 November 2017.**
- 2 The bidder will submit a Pay order of **Tk. 15,000.00** in favor of **Institute of Water Modelling** as earnest money along with the price offer.
- 3 The IWM authority will notify the selected bidder within two working days after evaluation. The successful bidder will have to submit a pay order of **3% of the offered price as performance guarantee and** collect Work Order. If the supplier fails to supply the items in time as per our satisfaction, the Work Order will be cancelled and the bidding security money will be forfeited.
- 4 Final dummy must be approved by IWM.
- 5 The selected bidder will have to submit 01 final sample as standard.
- 6 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.
- 7 Dummy not refundable.

### **M. Samiun Nabi**

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