

Terms of Reference (TOR)

For Design, Printing, Binding and Supply of

IWM Diary 2026

&

IWM Desk Calendar 2026

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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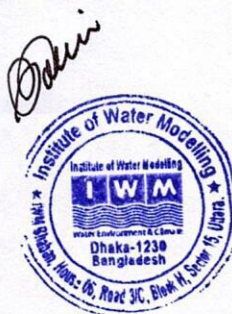


IWM Diary 2026
Minimum 3 (three) Options

Title of the Work	:	Design, Printing and Supply of IWM Diary 2026	
Number of the Copies	:	6000	
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	Can be suggested by Vendor
Cover Materials	:	PU Leather of best quality	
Box	:	To be suggested by vendor with sample	
Binding	:	Any standard ring, Punday Ring, Book Binding, Foreign Six Ring Binding as per sample, to be suggested by vendor.	
Delivery	:	Within seven days (sharp) after receiving the final approval of dummy. If found any anomalies with the approved dummy and the supplied products, the authority is not bound to receive the products.	

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 with 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 2026

Title of the Work	:	Design, Printing and Supply of IWM Desk Calendar 2026	
Number of the Copies	:	6000 Nos.	
Size	:	Height 6 inch and Width 10 inch	Can be suggested by Vendor
Design	:	Innovative design, DTP design with Photos/Pictures, Charts/Graphs etc.	
Number of Pages	:	13 Leaves/ 26 Pages (4 color, Back-to-Back Printing)	
Paper	:	Swedish Card 350 gsm.	
Printing	:	4 color printing with Metallic Sandy & spot lamination	
Binding/Holder	:	32 Ounces pasting Board Wire-o Binding	
Box	:	To be suggested by vendor with sample	
Delivery	:	Within seven days (sharp) after receiving final approval of the dummy. If any anomalies are found between the approved dummy and the supplied products, the authority is not obligated to accept the products.	

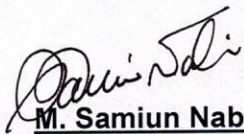
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Terms and Conditions

1. Last date of submission along with complete dummy **2.00 PM (BST), 23 October 2025**
2. IWM management encourages vendors to submit **innovative designs** for both diary and calendar.
3. The selected bidder will be required to submit color-printed designs where necessary and agree to provide color prints as many times as needed to finalize the design.
4. The IWM management reserves the right to accept or reject any or all of the designs/quotations, in whole or in part, without providing any reasons whatsoever.
5. Final dummy must be approved by IWM.
6. Dummies are not refundable.
7. Vendors can submit tender for only diary, or for only calendar or for both.
8. Vendors must submit valid Trade license, TIN & BIN certificates.



M. Samiun Nabi

Head, Strategic Planning & Business Development Unit (SPB)
Institute of Water Modelling (IWM)

