

# Terms of Reference (TOR)

for

IWM Diary 2019

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IWM Desk Calendar 2019

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

House 496, Road 32, Mohakhali DOHS, Dhaka-1206, Bangladesh

Tel: 880 2 9842105-6, 9844590-1, 9847902, Fax: 880 2 9847901

E-mail: [iwm@iwmbd.org](mailto:iwm@iwmbd.org), Website: [www.iwmbd.org](http://www.iwmbd.org)

## IWM Diary 2019

### Minimum 3 (three) Options

Title of the Work	:	IWM Diary 2019
Number of the Copies	:	4000
Number of Pages	:	To be suggested by vendor with sample including 20 pages color (Matte paper 120 gsm). Other pages (80 gsm foreign off white).
Printing	:	High quality offset printing
Design	:	DTP design with photos/pictures/charts/graphs
Cover Jacket size	:	(21.5 cm X14.5 cm)
Cover Materials	:	PU Leather
Lace	:	Lace with stainless steel IWM LOGO
Box	:	To be suggested by vendor with sample
Binding	:	Book Binding
Delivery	:	Within seven days ( <b>sharp</b> ) 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.



## IWM Desk Calendar 2019

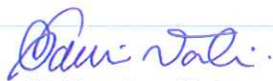
Title of the Work	:	IWM Desk Calendar 2019
Number of the Copies	:	4000
Size	:	H17 CM x W26 CM)
Number of Pages	:	13 pages (Back to Back Printing)
Paper	:	Art Card 300
Printing	:	Full color printing with lamination (spot also)
Design	:	DTP design with Photos/Pictures, Charts/Graphs etc.
Binding	:	Foreign ring
Delivery	:	Within Seven Days ( <b>sharp</b> ) 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.

## Terms and Conditions

- 1 Last date of submission along with complete dummy — 7 November 2018.
- 2 The IWM authority will notify the selected bidder and within two working days of notification, the bidder will have to submit a pay order of **3% of the offered price as performance guarantee** along with a **Bank 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.
- 3 Final dummy must be approved by IWM.
- 4 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.
- 5 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.
- 6 Dummy 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)

