

## Terms of Reference (TOR) for Supply Printing Materials

### Overview

SKS Foundation is a national non-government organization working for reducing the vulnerability of pro-poor people. SKS facilitates multi-faceted development programs covering the poor & marginalized focusing women & children. SKS Foundation covering 26 districts in Bangladesh through its programs. For meet compliance and documentation, the organization need various type of printing materials such as pass book, different type of forms and reports.

### Objective & Scope

The objective of this RFP is to establish a contract with a qualified printing vendor to supply various high-quality printing materials. The vendor will be responsible for the production, finishing, packaging, and delivery of the items listed below.

**Table -1: Required Materials List**

SL #	Name of Item	Number of Pages/Sheets	Dimensions (Paper Size)	Paper/Material type	Print Color	Finishing/ Binding	Required Quantity Rate (Tk)	Remarks
1	Money Requisition Form	100 pages per book.	Size: 5.5" x 8.5"	55 GSM White Paper (Bashundhara)	Single color	Single-side printing; Single color;	1 Book	As per sample
2	Advance Voucher	100 pages per book.	Size: 5.5" x 8.5"	Paper: 55 GSM White Paper (Bashundhara);	Single color	Single-side printing; Single color;	1 Book	As per sample
3	Debit Voucher	100 pages per book.	Size: 5.5" x 8.5"	Paper: Colored Demy (Pink) (Bashundhara);	Single color	Single-side printing; Book-binding	1 Book	As per sample
4	Credit Voucher	100 pages per book.	Size: 5.5" x 8.5"	Paper: Colored Demy (Blue) (Bashundhara);	Single color	Single-side printing; Book-binding	1 Book	As per sample
5	Journal Voucher	100 pages per book.	Size: 5.5" x 8.5"	Paper: Colored Demy (Yellow) (Bashundhara);	Single color	Single-side printing; Book-binding;	1 Book	As per sample
6	Contra Voucher	100 pages per book.	Size: 5.5" x 8.5"	Paper: Colored Demy (Green) (Bashundhara)	Single color	Single-side printing; Book-binding;	1 Book	As per sample
7	Loan Application & Agreement (Back-to-Back)	100 pages per book.	Size: 8.5" x 11"	Paper: Colored Demy (Blue) (Bashundhara);	Single color	Both-side printing; Book-binding;	1 Book	As per sample
8	Leave Application Form	100 pages per book.	Size: 5.5" x 8.5";	Paper: 55 GSM White Paper (Bashundhara);	Single color	Single-side printing; Book-binding;	1 Book	As per sample
9	Material Dispatch Note	300 pages per book; Each page numbered.	Size: 8.5" x 11";	Paper: Auto Carbon (Pink+ Yellow+ Green) (Bashundhara);	Single color	Book binding; Single-side printing;	1 Book	As per sample
10	Savings Refund Form	100 pages per book.	Size: 8.5" x 11"	Paper: 55 GSM White Paper (Bashundhara);	Single color	Book binding, Both-side printing;	1 Book	As per sample



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SL #	Name of Item	Number of Pages/Sheets	Dimensions (Paper Size)	Paper/Material type	Print Color	Finishing/ Binding	Required Quantity Rate (Tk)	Remarks
11	Member Passbook	6 sheets, 12 pages	Size: 5.25" x 7.5"	Cover Paper: 220 GSM Taiwan Color Board (Green); Inner Paper: 65 GSM White Paper (Bashundhara);	Single color	Both-side printing; Pin/Staple binding.	1 Book	As per sample
12	Meeting Minutes Book (Sabhava Mantabya Boi)	32 sheets, 64 pages	Size: 13" x 8"	Cover Paper: 300 GSM Coated Board (Handsol); Inner Paper: 55 GSM White Paper (Bashundhara);	Single color	Both-side printing; Pin/Staple binding.	1 Book	As per sample
13	TA/DF/HE Bill	100 pages per book.	Size: 8.5" x 11"	Paper: 55 GSM White Paper (Bashundhara);	Single color	Both-side printing; Book-binding;	1 Book	As per sample
14	Bill Book	300 pages per book; Each page numbered.	Size: 5.5" x 8.5"	Paper: Colored Demy (Pink+ Yellow+ News) (Bashundhara);	Single color	Single-side printing; ; Book binding;	1 Book	As per sample
15	Member Admission Form	100 pages per book.	Size: 8.5" x 11";	Paper: 55 GSM White Paper (Bashundhara);	Single color	Single-side printing; Book binding;	1 Book	As per sample
16	Employee Clearance Form	100 pages per book.	Size: 8.5" x 11";	Paper: 55 GSM White Paper (Bashundhara);	Single color	Both-side printing; Book-binding;	1 Book	As per sample
17	Receivable Register	480 sheets, 960 pages per book. Single numbering.	Size: 8" x 13";	Paper: 58 GSM Ledger (Bashundhara);	Single color	Both-side printing; Board, Rexene, and Juice- binding (4 Juice); Board 24 Ounce, Rexene	1 Book	As per sample
18	Advance Realization Register	300 sheets, 600 pages per book. Single numbering.	Size: 8" x 13";	Paper: 58 GSM Ledger (Bashundhara);	Single color	Both-side printing; Board, Rexene, and Juice- binding (4 Juice); Board 24 Ounce, Rexene	1 Book	As per sample
19	Loan Disbursement Register	300 sheets, 600 pages per book. Single numbering.	Size: 8" x 13"	Paper: 58 GSM Ledger (Bashundhara);	Single color	Both-side printing; Board, Rexene, and Juice- binding (4 Juice); Board 24 Ounce, Rexene	1 Book	As per sample
20	Movement Register	200 sheets, 400 pages per book. Single numbering.	Size: 8" x 13"	Paper: 58 GSM Ledger (Bashundhara);	Single color	Both-side printing; Board, Rexene, and Juice-binding (4 Juice); Board 24 Ounce, Rexene	1 Book	As per sample



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SL #	Name of Item	Number of Pages/Sheets	Dimensions (Paper Size)	Paper/Material type	Print Color	Finishing/ Binding	Required Quantity Rate (Tk)	Remarks
21	Savings Refund Register	300 sheets, 600 pages per book. Single numbering	Size: 8" x 13"	Paper: 58 GSM Ledger (Bashundhara);	Single color	Both-side printing; Board, Rexine, and Juice- binding (4 Juice); Board 24 Ounce, Rexene;	1 Book	As per sample
22	Organization Letterhead Pad	100 pages per pad.	Size: 8.5" x 11";	Paper: 120 GSM White Paper (Bashundhara);	Four color print	Single-side printing; Pad-binding ;	1 Book	As per sample
23	Organization Envelope (Large)	Envelope	Size: 15.5" x 11.2"	Paper: 120 GSM White Paper (Bashundhara)	Four color print	Die-cutting; Gum pasting	1 Pcs.	As per sample
24	Organization Envelope (Medium)	Envelope	Size: 9.8" x 14.2";	Paper: 120 GSM White Paper (Bashundhara);	Four color print	Die-cutting; Gum pasting	1 Pcs.	As per sample
25	Organization Envelope (Small)	Envelope	Size: 10.7" x 4.4"	Paper: 120 GSM White Paper (Bashundhara);	Four color print	Die-cutting; Gum pasting.	1 Pcs.	As per sample
26	Money Receipt Book	100 sets (3 copies) per book.	Size: 8.5" x 5.5";	Paper: Auto Carbon Paper (Pink+Green+White ) (Triplicate); (Bashundhara);	Single color;	Single-side printing, Memo-bound; Numbered	1 Book	As per sample
27	Loan Agreement (Guarantor)	100 pages per book	Size: 17" x 11"	Paper: 80 GSM White Paper (Bashundhara);	Two colors (Green background, black print, as per sample)	Both-side printing	1 Book	As per sample
28	Seminar Room/Meeting Room Requisition Form	100 pages per book.	Size: 5.5" x 8.5"	Paper: 55 GSM White Paper (Bashundhara);	Single color	Book-bound; Single-side printing;	1 Book	As per sample
29	Travel Approval Form	100 pages per book.	Size: 5.5" x 8.5"	Paper: 55 GSM White Paper (Bashundhara);	Single color	Book- binding Single-side printing	1 Book	As per sample
30	Holiday/Overtime Office Permission Form	100 pages per book.	Size: 5.5" x 8.5";	Paper: 55 GSM White Paper (Bashundhara)	Single color;	Book- binding Single-side printing	1 Book	As per sample
31	Vehicle Requisition Form	100 pages per book.	Size: 5.5" x 8.5";	Paper: 55 GSM White Paper (Bashundhara)	Single color	Book- binding Single-side printing;	1 Book	As per sample
32	Printing and Stationery Requisition Form	100 pages per book.	Size: 5.5" x 8.5"	Paper: 55 GSM White Paper (Bashundhara);	Single color;	Book- binding Single-side printing;	1 Book	As per sample
33	Purchase Requisition Form (Store)	100 pages per book.	Size: 11" x 8.5";	Paper: 55 GSM White Paper (Bashundhara);	Single color;	Book- binding; Single-side printing;	1 Book	As per sample



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SL #	Name of Item	Number of Pages/Sheets	Dimensions (Paper Size)	Paper/Material type	Print Color	Finishing/ Binding	Required Quantity Rate (Tk)	Remarks
34	Annual Report	As per Requirement	Size: 10.2" x 8.4"	Cover Paper: 300 GSM Glossy Board, Four-color print; Spot & Matt lamination; Inner Paper: 150 GSM Glossy Art Paper (Nevia/Highcourt/Innova)	Four color print	Auto gum-bound;	1 Book	As per sample
35	Diary	72 sheets, 144 pages; 28 sheets, 56 pages;	Size: 9.5" x 6.75"	Cover Paper: 350+350=700 GSM Glossy Board, Spot & Matt lamination; Color Inner Paper: 170 GSM Glossy Art Paper (Nevia/Highcourt/Innova), 28 sheets, 56 pages; Regular Inner: 80 GSM Offset Paper (Bashundhara);	Four color print, Bi-color print;	Wire-O binding	1 Diary	As per sample
36	Visiting Card	Four-color print; Per packet, 100 cards.	Size: 1.9" x 3.1"	Cover Paper: 300 GSM Glossy Board,	Four color print;	Back-to-back; Spot & Matt, lamination; Round cutting	1 Book	As per sample
37	Office File	Two pages	Size: 9.4" x 14"	Paper: 300 GSM Coated Board (Horse/Handsol);	Four color print;	Inside single color solid (as per sample); Clip binding; Creasing & Dice	1 File	As per sample
38	Desk Calendar with envelope	13 sheets, 26 pages; Stand: 28	Size: 5.3" x 8.5"(Paper) ,Stand Size: 5.5" x 8.5"	Paper: 300 GSM Glossy Board;	Four color print;	Both side printing; Top and inside; Wire-binding	1 Nos.	As per sample
39	Wall Calendar	6 Page	Size: 14.5" x 19.5"	Paper: 150 GSM Glossy Art Paper; Top Page: 80 GSM Offset;	Four color print;	Both printing; Wire binding	1 Nos.	As per sample
40	New Year Card	Two pages	Size: 7" x 5"	Paper: 300 GSM Art Card; Envelope: 100 GSM Offset (Bashundhara)	Four color print;	Both-side printing; Four color print; Matt & Spot lamination, Die-cutting & Pasting.	1 Nos.	As per sample



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SL #	Name of Item	Number of Pages/Sheets	Dimensions (Paper Size)	Paper/Material type	Print Color	Finishing/ Binding	Required Quantity Rate (Tk)	Remarks
41	Salary Register	50 sheets, 100 pages per book; Single numbering	Size: 8" x 13"	Paper: 58 GSM Ledger (Bashundhara);	Single color	Both-side printing; Board, Rexene, and Juice-binding (4 Juice); Board 24 Ounce, Rexene;	1 Book	As per sample
42	Bank Register	148 sheets, 296 pages per book; Single numbering. 200 Pcs	Size: 8" x 13"	Paper: 58 GSM Ledger (Bashundhara);	Single color	Both-side printing; Single color; Board, Rexene, and Juice-binding (4 Juice); Board 24 Ounce, Rexene	1 Book	As per sample
43	Fixed Asset Register	50 sheets, 100 pages per book; Single numbering. 200 Pcs	Size: 8" x 13"	Paper: 58 GSM Ledger (Bashundhara);	Single color	Both-side printing; Single color; Board, Rexene, and Juice-binding (4 Juice); Board 24 Ounce, Rexene	1 Book	As per sample
44	Double Term Register (Dvigon Meyadi Register)	75 sheets, 150 pages per book; Double numbering.	Size: 8" x 13"	Paper: 58 GSM Ledger (Bashundhara);	Single color	Both-side printing; Single color; Board, Rexene, and Juice-binding (4 Juice); Board 24 Ounce, Rexene	1 Book	As per sample
45	Double Term Register	200 sheets, 400 pages per book; Double numbering.	Size: 8" x 13"	Paper: 58 GSM Ledger (Bashundhara);	Single color print	Both-side printing; Single color; Board, Rexene, and Juice-binding (4 Juice); Board 24 Ounce, Rexene	1 Book	As per sample
46	Monthly Profit Deposit Passbook	As per Requirement	Size: 5.3" x 7"	Cover Paper: 160 GSM Color Board (Pink); Inner Paper: 55 GSM White Paper (Bashundhara); (6 sheets, 12 pages);	Single color print	Both-side printing; Single color; Pin/Staple binding	1 Passbook	As per sample
47	Double Term (Staff) Passbook	As per Requirement	Size: 5.3" x 7"	Cover Paper: 120 GSM Offset Paper (Bashundhara); Inner Paper: 55 GSM White Paper (Bashundhara); (6 sheets, 12 pages)	Single color print	Both-side printing; Single color; Pin/Staple binding	1 Passbook	As per sample



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SL #	Name of Item	Number of Pages/Sheets	Dimensions (Paper Size)	Paper/Material type	Print Color	Finishing/ Binding	Required Quantity Rate (Tk)	Remarks
48	Double Term (Member) Passbook	As per Requirement	Size: 5.4" x 4.1"	Cover Paper: 120 GSM Offset Paper (Bashundhara); Inner Paper: 58 GSM Ledger Paper (Bashundhara); (6 sheets, 12 pages);	Single color print	Both-side printing; Single color; Pin/Staple binding	1 Passbook	As per sample
49	Monthly Profit Register	200 sheets, 400 pages per book; Single numbering,	Size: 8" x 13"	Paper: 58 GSM Ledger (Bashundhara);	Single color print	Both-side printing; Single color; Board, Rexene, and Juice- binding (4 Juice); Board 24 Ounce, Rexene	1 Register	As per sample
50	Monthly Savings Regular Application Form	100 sheets per book.	Size: 11" x 8.5"	Paper: 55 GSM White Paper (Bashundhara)	Single color print	Single-side printing; Single color; Book-Rexene	1 Book	As per sample
51	Monthly Savings Regular Withdrawal Form	100 sheets per book.	Size: 11" x 8.5";	Paper: 55 GSM White Paper (Bashundhara);	Single color print	Single-side printing; Single color; Book-Rexene	1 Book	As per sample
52	Monthly Profit Deposit Account Opening Application	100 sheets per book.	Size: 11" x 8.5";	Paper: 55 GSM White Paper (Bashundhara);	Single color print	Single-side printing; Single color; Book-Rexene	1 Book	As per sample
53	Monthly Profit Deposit Account Closure/Withdrawal Form	100 sheets per book.	Size: 11" x 8.5"	Paper: 55 GSM White Paper (Bashundhara);	Single color print	Single color; Book Rexene	1 Book	As per sample
54	Double Term Member Application Form	100 sheets per book.	Size: 11" x 8.5"	Paper: 55 GSM White Paper (Bashundhara);	Single color print	Single-side printing; Single color; Book-Rexene	1 Book	As per sample
55	Double Term Deposit Member Withdrawal Form	100 sheets per book.	Size: 11" x 8.5"	55 GSM White Paper (Bashundhara);	Single color print	Single-side printing; Single color; Book-Rexene	1 Book	As per sample
56	Staff Welfare Scheme Money Application Form	100 sheets per book.	Size: 11" x 8.5"	Paper: 55 GSM White Paper (Bashundhara)	Single color print	Single-side printing; Single color; Book-Rexene	1 Book	As per sample
57	Staff Welfare Scheme Money Withdrawal Form	100 sheets per book.	Size: 11" x 8.5"	Paper: 55 GSM White Paper (Bashundhara);	Single color print	Single-side printing; Single color; Book-Rexene	1 Book	As per sample



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SL #	Name of Item	Number of Pages/Sheets	Dimensions (Paper Size)	Paper/Material type	Print Color	Finishing/ Binding	Required Quantity Rate (Tk)	Remarks
58	Double Term Staff Application Form	100 sheets per book.	Size: 11" x 8.5"	Paper: 55 GSM White Paper (Bashundhara);	Single color print	Single-side printing; Single color; Book-Rexene	1 Book	As per sample
59	Double Term Deposit Staff Withdrawal Form	100 sheets per book.	Size: 11" x 8.5"	Paper: 55 GSM White Paper (Bashundhara);	Single color print	Single-side printing; Single color; Book-Rexene	1 Book	As per sample
60	Attendance Register (Hazira Register)	40 sheets, 80 pages per book.	Size: 8.5" x 13"	Paper: 65 GSM (Bashundhara);	Single color print	Both-side printing; Single color; Board, Rexene, and Juice- Rexene (4 Juice); Board 24 Ounce, Rexene	1 Book	As per sample
61	Cashbook Register	350 sheets, 700 pages per book; Double numbering.	Size: 8.5" x 13"	Paper: 58 GSM Ledger (Bashundhara);	Single color print	Both-side printing; Single color; Board, Rexene, and Juice- Rexene (4 Juice); Board 24 Ounce, Rexene	1 Book	As per sample
62	Ledger Book/General Ledger Register	300 sheets, 600 pages per book; Double numbering.	Size: 8.5" x 13";	Paper: 58 GSM Ledger (Bashundhara);	Single color print	Both-side printing; Single color; Board, Rexene, and Juice- Rexene (4 Juice); Board 24 Ounce, Rexene	1 Book	As per sample
63	Leave Register	50 sheets, 100 pages per book; Single numbering.	Size: 8" x 13";	Paper: 58 GSM Ledger (Bashundhara);	Single color print	Both-side printing; Single color; Board, Rexene, and Juice- binding (4 Juice); Board 24 Ounce, Rexene	1 Book	As per sample
64	Material Receive Note	300 pages per book; Each page numbered.	Size: 8.5" x 11";	Paper: Auto Carbon (Pink+ Yellow+ Green) (Bashundhara);	Single color print	Single-side printing; Single color; Book-binding.	1 Book	As per sample
65	SSP (Member) Passbook	As per Requirement	Size: 5.25" x 4"	Cover Paper: 120 GSM Offset, 04 Color Print; Inner Paper: 58 GSM Ledger Paper (Bashundhara); (6 sheets, 12 pages);	Single color print	Both-side printing; Single color; Pin/Staple binding	1 Book	As per sample
66	Office Folder	As per Requirement	Size: 9" x 12"	Paper: Swedish Board 300 GSM;	Four color print	Single-side printing: Inside	1 Folder	As per sample



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SL #	Name of Item	Number of Pages/Sheets	Dimensions (Paper Size)	Paper/Material type	Print Color	Finishing/ Binding	Required Quantity Rate (Tk)	Remarks
						pockets with color printing on both sides and die-cutting. 1,000 Copies		
67	Newsletter	As per Requirement	Size: 8.4" x 11"	150 GSM Glossy Paper;	Four color print	Both-side printing	1 Copy	As per sample
68	Newsletter Envelope	As per Requirement	Size: 9.7" x 6";	Paper: 120 GSM White Paper (Bashundhara);	Four color print	Die-cutting; Gum pasting.	1 Envelope	As per sample
69	Public Loan Scheme-01 (Passbook)	As per Requirement	Size: 5.25" x 4";	Cover Paper: 230 GSM Color Board, Inner Paper: 80 GSM Offset	1 color printing Single color printing	Pin binding	1 Passbook	As per sample
70	Complimentary Note/Pad	As per Requirement	Size: 8" x 5"; 04	Cover Paper: 300 GSM Glossy Board; Inner Paper: 80 GSM Offset,	Four color print	Matt lamination. Wire binding	1 Copies	As per sample
71	Different Policy	As per Requirement	Size: 10.2" x 8.4".	Cover Paper: 300 GSM Glossy Board, Four-color print; Spot & Matt lamination; Inner Paper: 150 GSM Glossy Art Paper (Nevia/Innova)	Four color print	Auto gum-binding	1 Book	As per sample
72	Flyer	4 pages	Size: 11.2" x 8.7" (Four-Fold)	300 GSM art card, Mat laminating	Four color print	Both-side printing	1 Pcs	
73	Booklet	64 page and Cover page	Size: 9.1"x6.7"	Inner- 100 GSM, Glossy paper, Cover-300 gsm art card with mat lamination	Four color print	Both-side printing, Juge Binding	1 Pcs	
74	SKS Logo	As per Requirement	Size (15"x35")	Fitting and fixing by UV Sticker Print framing by 8" mm Plastic board & 4Nos Glass Nov 1.5" SS Nov.	Four color print		1 Nos.	
75	UV Pana Print	As per Requirement	Size (6'-0"x2'-6")	UV	Four color print		1 Pcs	
76	UV Sticker Print	As per Requirement	Size (4'-0"x2'-0")	UV	Four color print		1 Pcs	
77	UV Sticker Print	As per Requirement	Size (4'-0"x2'-0")	Fixing by UV Sticker Print framing by 1" MS box, 22 Gaj mad plain sheet & Side Cover 3/4 thick aluminum bit Baty silver colure.	Four color print		1 Pcs	
78	UV Sticker Print	As per Requirement	Size (2'-6"x1'-6")	Fitting and fixing by UV Sticker Print framing by 1" MS	Four color print		1 Pcs	



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SL #	Name of Item	Number of Pages/Sheets	Dimensions (Paper Size)	Paper/Material type	Print Color	Finishing/ Binding	Required Quantity Rate (Tk)	Remarks
				box, 22 Gaj mad plain sheet & Side Cover 3/4 thick aluminum bit Baty silver colure.				
79	UV Sticker Print	As per Requirement	Size (2'-6"x1'-6")	UV	Four color print		1 Pcs	
80	UV Sticker Print	As per Requirement	Size (6'-0"x2'-6")	UV	Four color print		1 Pcs	

### **Table -2: RFP Timeline and Events**

RFP Published	June 10, 2026
<b>Proposal Submission Deadline</b>	<b>June 21, 2026</b>
Notification to Shortlisted Vendors	June 25, 2026
Signing Frame Agreement	June 30, 2026

### **Proposal Submission Requirements**

Interested vendors must submit a comprehensive proposal that includes the following details:

- **Company Overview:** A brief history of your printing capabilities, equipment used, and core team.
- **Pricing Breakdown:** A line-item quote including all setup, production, finishing, and transport costs.
- **Documents:** TIN Certificate, BIN Certificate, Trade License and References (Examples of similar work and contact information)
- **Timeline:** Confirmation that you can meet our target delivery date.
- **Sample Print:** Physical or high-resolution digital samples of previous relevant work

### **Technical Capacity:**

The bidder must demonstrate adequate technical capacity to ensure timely and quality printing and supply services. The proposal should include:

- Company profile and years of experience in printing and supply services.
- Availability of own printing equipment, machinery, and production facilities.
- Qualified technical and operational personnel.
- Experience in supplying similar printing materials for NGOs, development organizations, government, or corporate clients.
- Capacity to deliver printing materials within the required timeframe while maintaining quality standards.
- Quality assurance and control procedures for printing, finishing, and delivery.

### **Evaluation Criteria**

Submitted proposals will be assessed based on the following criteria:

Area (s)	Criteria	Weight
Documents and Reference	Legal Documents and Experience	20
Technical Capacity	Skill Manpower and Machineries	30
Pricing (Financial Proposal)	Costing, Rates, Fees	50



# SKS

### **Tender Submission:**

Interested and bona fide vendors are invited to participate in this Request for Proposal (RFP) by accessing and downloading the tender documents/TOR at the following weblink: [www.sks-bd.org](http://www.sks-bd.org) in EOI/Tender Section or requesting email through the following address [firoj@sks-bd.org](mailto:firoj@sks-bd.org). **Technical and financial proposals must be submitted under a package.** Only PDF/SCAN copies along with the required documents sent to the Email IDs: [procurement@sks-bd.org](mailto:procurement@sks-bd.org) at 5:00 PM

**Bidders/Suppliers/Vendors must submit their bid/Quotations using the attached prescribe format. [Click here....](#)**

### **Payment Methods:**

Payment will be made within the time specified on the face of the purchase order or work order through A/C Payee Checque or Online transfer in favor of selected vendor.

### **VAT and Tax:**

VAT and Tax will be applicable as per Government's rules.

### **Duration of Contract**

The selected supplier/service provider will enter into a Framework Agreement with SKS Foundation for a period of one (01) year. During the contract period, work orders/purchase orders will be issued on an as-needed basis, subject to satisfactory performance, quality of service, and compliance with the terms and conditions of the agreement.

### **Contract Amendments:**

SKS Foundation may at any time by written amendment to the purchase order or work order make changes in:

- The quantity, samples, patterns, specifications or other documents forming part of the contract.
- The method of carriage of the goods or the packaging of the goods.
- The place of delivery of the goods and / or services.
- The date and time for delivery of the goods and/ or services.

The Supplier shall not make any changes in the goods and/ or services ordered without the permission of SKS.