**Annual Call for Quotation for the FY 2024**

Bhutan Centre for Media and Democracy is seeking rates from the Bhutanese nationals with valid Bhutanese license holders in a sealed envelope for printings for the year 2024.

The quotation should reach the office of BCMD addressed to AFD, BCMD, Thimphu on or before 15th January 2024 during office hours or can be emailed to dekiwangmo@bcmd.bt or call 02327903.

Sealed Quotations are invited for authorized Printing service providers for printing services as per the details given in.

“Annexure 1”

*The terms and conditions are as Follows:*

1. The sealed quotations are to be submitted in prescribed format on your business letterhead duly stamped and signed. Details/supporting documents wherever applicable, if attached with the quotation should be duly authenticated by the vendor/s.

2. The quotation should reach the Office by 15th January 2024 before **5:00 PM**. Quotations received after the stipulated date and time shall not be entertained.

3.Cutting and overwriting should be avoided. Every cutting and overwriting must be duly initiated, otherwise the quotation / proposal is liable to be rejected.

**Annexure ‘1’**

| **Sl.No** | **Details**  | **Specifications** | **Quantity Required**  |
| --- | --- | --- | --- |
| 1 | Brochure Printing  |    Custom Requirements    | As and when Required  |
| 2 | Book Printing |
| 4 | Poster Printing  |
| 5 | Annual Report Printing |
| 6 | Banner Printing  |
| 7 | Standee Printing |
| 8 | Certificate Printing |
| 9 | Stickers Printing |
| 10 | Business Card Printing |
| 11 | Name tag with lanyard |