

Ref. No.: SJIBL/HO/CSD/2018/1852

Date: December 12, 2018

Request for Expression of Interest (EOI)

Sealed quotations are hereby invited from design/advertising firms for designing **Annual Report-2018** of Shahjalal Islami Bank Limited which should be submitted at Common Services Division, Corporate Head Office, Shahjalal Islami Bank Tower (2nd Floor), Plot-4, Block-CWN(C), Gulshan Avenue, Dhaka-1212 on or before 24/12/2018. Quotations should be based on the following criteria:

Design	
Design should be based on:	
Theme	: Unfolding Opportunities
Design Charge	
Design charge should be based on:	
Forma	: 41±1 Forma (1 Forma=8 pages)
Process	: DTP system process
Photography	: Standard for 03 whole days (1 day in house & 2 days outdoor)
VAT & Tax	: Including Relevant VAT & Tax

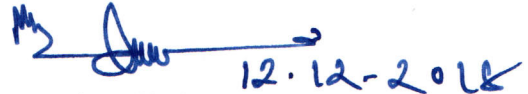
Other terms and conditions:

- Design both in soft copy and hard copy (Actual size printer-print on inkjet paper/board) should be submitted along with quotation. No quotation will be accepted without design & the charge (if any) for design/dummy will be borne by the vendor.
- Design charge should include cost of color print, dummy of Annual Report-2018 etc. to be submitted as proof.
- Final design output in outline format should be submitted in a CD within 05 (Five) days inclusive of weekly or any other holidays after getting approved text, data and photographs from the bank.
- Design(s) should be submitted maintaining standard of the previous Annual Reports of our bank which are available in bank's website (www.sjibld.com).
- Quotations should be submitted in sealed envelopes addressing "The Member Secretary, Procurement Committee, Shahjalal Islami Bank Limited, Corporate Head Office, Plot-4, Block-CWN(C), Gulshan Avenue, Dhaka-1212".
- Bank reserves the right to accept or reject any or all of the quotations or part thereof with or without assigning any reason whatsoever. The bank is not bound to accept the lowest quoted rate. Bank also reserves the right to negotiate with the participating vendors regarding price, warranty and specification of the item(s).

Please feel free to contact with the undersigned for any clarification in this regard.



Md. Jafar Sadeq FCA
Chief Financial Officer
Ph: +88 02 9845457 (Ext.:1117)



Md. Mahbubur Rasheed
EVP & Head of CSD
Ph: +88 02 9845457 (Ext.:200)

