

Ref. No.: SJIBL/HO/CSD/2018/279

Date: February 11, 2018

## Request for Expression of Interest (EOI)

Sealed quotations are hereby invited from design/advertising firms for designing **Annual Report-2017** of Shahjalal Islami Bank Limited which should be submitted at Common Services Division, Corporate Head Office, Shahjalal Islami Bank Tower, Plot-4, Block-CWN(C), Gulshan Avenue, Dhaka-1212 on or before 22/02/2018. Quotations should be based on the following criteria:

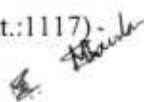
<b>Design</b>	
Design should be based on:	
Cover & back cover design	: Open concept
Table of Content	: Relevant
Chapter Divider	: Relevant
General Inner page template	: Relevant
Branch Network	: Open concept
Envelope	: Relevant
<b>Design Charge</b>	
Design charge should be based on:	
Forma	: 37±1 Forma (1 forma=8 pages)
Process	: DTP system process
Photography	: Standard for 03 whole days (1day in house & 2 days outdoor)
VAT & Tax	: Including Relevant VAT & Tax

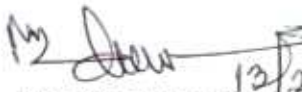
### Other terms and conditions:

- Design both in soft copy (Illustrator CS-5) and hard copy (actual size printer-print on **inkjet/board** paper) 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(s) should be submitted maintaining minimum standard of the Annual Report-2016 of our bank which is available in bank's website (www.sjibld.com).
- The Bank authority reserves the right to accept or reject any or all of the quotations or part thereof without assigning any reason. The bank is not bound to accept the lowest quoted rate.

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)