

Request for Expression of Interest (EOI)

Sealed quotations are hereby invited from different printing farms for printing of **Annual Report-2016** of Shahjalal Islami Bank Limited. Quotations should be based on the following specification:

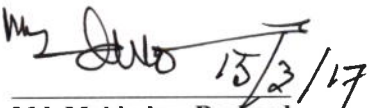
Specification of Annual Report 2016	
Quantity	: Option-1 = 5,000 Books and Option-2 = 40,000 Books
Size	: 8.5"X11"
Cover	: 300 gsm Art Card
Inner Paper	: Approximate 296 Pages (37±2 forma), 100gsm Matt Paper of INDONESIAN origin
Printing	: All pages both side 4 Colour offset print
Lamination	: Matt & spot lamination for cover page
Binding	: Stitch & perfect binding (auto glue by machine)
Design	: CD of design would be given by bank
Specification of Envelope	
Quantity	: Option-1 = 5,000 Envelopes and Option-2 = 40,000 Envelopes
Size	: 10" X 12" (After folding)
Paper	: 80gsm best quality offset paper (Bashundhara).
Printing	: 4 colour offset print
Delivery time	: Within 10 (ten) days from the date of final approval of dummy & text.

Other terms and conditions:

- Quotation for Option-1 and Option-2 must be submitted in separate envelope.**
- Rate should be quoted including cost of both Annual Report and Envelopes.
- The Govt. VAT and Taxes shall be borne by the bidder and to be deducted from the final bill.
- No charges will be borne by the bank for the dummy to be submitted for selection & it will be borne by the vendor.
- Offered rate must be valid for at least four months.
- The quotation must be submitted along with **BDT50,000/- (Taka Fifty Thousand)** as Earnest Money through payment order from any scheduled bank drawn in favor of Shahjalal Islami Bank Limited; otherwise quotation will be rejected outright. The payment order submitted by each participant will be treated as earnest money for both the options.
- Earnest money submitted with bid document by the successful bidder(s), should be kept at Bank's custody as Security Deposit till completion of the whole work.
- No advance payment will be made to the party against the work order.
- Bank Management reserves the right to accept or reject any or all offer without assigning any reason whatsoever.
- Quotations will be received **up to 5:00 pm within 20th March 2017 (Monday)** to the authorized officer at CSD, Head Office, Shahjalal Islami Bank Limited, Uday Sanz (1st floor), 2/B Gulshan South Avenue, Gulshan-1, Dhaka-1212.
- Documents to be submitted along with the quotation:
 - Up-date Trade Licence
 - VAT Registration Certificate
 - e-TIN Certificate
 - Experience Certificate (At least three) of printing Annual Report of Bank/Financial Institutions (if any).

Thanking You.

For Shahjalal Islami Bank Limited


Md. Mahbubur Rasheed
EVP & Head of CSD