

Ref. No.: SJIBL/CHO/CSD/2018/556

Date: April 9, 2018

Request for Expression of Interest (EOI)

Sealed quotations are hereby invited from different printing farms for printing and supplying Annual Report-2017 of Shahjalal Islami Bank Limited. Quotations should be based on the following specification:

Specification of Annual Report 2017	
Quantity	: Option-1 = 7,000 Books and Option-2 = 40,000 Books
Size	: 8.5"X11"
Cover	: 300 gsm Art Card
Inner Paper	: Approximate 312±16 Pages (39±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 = 7,000 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:

1. Quotation for Option-1 and Option-2 must be submitted in separate envelope.
2. Rate should be quoted including cost of both Annual Report and Envelopes.
3. Rate should be quoted including Govt. VAT & Taxes which should be deducted from the final bill.
4. No charges will be borne by the bank for the dummy to be submitted for selection & it will be borne by the vendor.
5. Offered rate must be valid for at least four months. Price should not be increased with the increase of currency rate or increase in Government VAT, Tax or any other incidental charges within the validity period.
6. Delivery of the items is to be done at Board Secretariat, Corporate Head Office, Shahjalal Islami Bank Tower (10th floor), Plot-4, Block-CWN(C), Gulshan Avenue, Dhaka-1212.
7. Complete proposal/offer must be signed with date by the authorized representative of the company addressing 'The Member Secretary, Procurement Committee, Shahjalal Islami Bank Limited, Corporate Head Office, Plot-4, Block-CWN(C), Gulshan Avenue, Dhaka-1212, Bangladesh'.
8. The quotation must be submitted along with BDT50,000/- (Taka Fifty Thousand) as Earnest Money through payment order from any scheduled bank in the name 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.

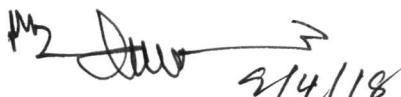
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Other terms and conditions (Contd.):

9. 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.
10. No advance payment will be made to the party against the work order.
11. Bank management reserves the right to accept or reject any or all offer without assigning any reason whatsoever.
12. Quotations will be received up to 2:00 pm within 17th April 2018 (Tuesday) by the authorized officers (Muhammad Shahidul Islam, Phone: 01717170390 or Md. Shahed, Phone: 01911812261) at CSD, Corporate Head Office, Shahjalal Islami Bank Limited, Shahjalal Islami Bank Tower, Plot-4, Block-CWN(C), Gulshan Avenue, Dhaka-1212.
13. Documents to be submitted along with the quotation:
 - i) Up-dated Trade Licence
 - ii) VAT Registration Certificate
 - iii) e-TIN
 - iv) Experience Certificate of printing Annual Report of Bank/Financial Institutions.

Ma-assalamah.

For Shahjalal Islami Bank Limited


Md. Mahbubur Rasheed
EVP & Head of CSD
2/4/18
