



Social Islami Bank PLC

Logistic Support Division

Head Office, City Centre, 90/1, Motijheel C/A, Dhaka-1000

Web: www.siblb.com; email: chspd@sibl-bd.com

INVITATION FOR TENDER

FOR SUPPLYING 100000 PCS CARD PIN MAILER

Tender Ref. SIBL/HO/LSD/2024/718

Date: 21.04.2024

Publish Date	21.04.2024
Close Date	05.05.2024
Submission Date	06.05.2024

Section A: General Information

1	Name of the Bank	Social Islami Bank PLC					
2	Procuring Entity Name	Logistic Support Division					
3	Invitation of tender for	Sealed tenders are hereby invited for SUPPLYING 100000 PCS CARD PIN MAILER as per technical specifications detailed in “Section C” hereunder from the eligible local or joint venture enterprises.					
4.	Invitation for Quotation	SIBL/HO/LSD/2024/718			Date: 21.04.2024		
5	Procurement Method	Open Tendering Method					
6	Source of Fund	Social Islami Bank PLC					
7	Tender Security	Not Required.					
8	Registration of bidders & price of Tender Document:	The interested eligible bidders have to enroll their name by submitting a prayer along with a non-refundable registration/enrollment fee Tk. 500/- (Taka five hundred) only in the form of “Payment Order” in favor of “Social Islami Bank PLC” . The bidder have to collect this tender documents from the website: https://www.siblb.com/media#tender & hardcopy and place them on their own letterhead to submit their bid.					
9	Important Tender Process Dates & Times	Tender	Registration		Submission		Opening
		Process	Start	End	Start	End	
		Date	21.04.2024	05.05.2024	06.05.2024	06.05.2024	06.05.2024
		Time	10.00 am	5:00 pm	10.00 am	3:00 pm	3:30 pm
10	Tender Validity	90(ninety) days from the date of submission.					
11	Quantity & Delivery Schedule	Quantity: 1,00,000 (one lac) pcs; Expected Delivery Time: Within 45 (forty five days)					
12	Place of opening tender	Social Islami Bank PLC, Level-29, City Centre, 90/1, Motijheel C/A, Dhaka-1000					
13	Composition of bid Price	The price shall be inclusive of applicable Taxes except VAT. VAT will be Paid by the purchaser. The supplier after complete delivery, shall bill along with VAT 6.3 Challan mentioning the VAT amount payable by the bank knowing the correct rate from us and Bank will deduct applicable AIT and other taxes if any at source as per rule of the Government.					
14	Delivery Address	At any place in Bangladesh as instructed by the SIBL Card Department.					
15	Mode of payment	The bill payment process may take a cycle of 45 to 60 days.					
16	Performance Security	The successful bidder to whom supply order will be issued shall have to submit performance security at the rate of 5% (five percent) of the entire order amount in the form of Bank Guarantee for a period of 3 (three) months from the challan date of last batch.					
17	Submission of bidders qualifications/ eligibility (Section B)	The interested registered bidder shall fill up the “bidders’ qualification” form (Section B) from the webpage and place them on their own letterhead write their qualifications and individual information in the designated fields and submit the form along with the supporting documents as proof of the provided information and the tender security as specified in serial No. 7 hereinabove in a separate sealed envelope with proper labeling mentioning- “Bidder’s Eligibility/Qualifications, Name of the bidder & Registration No. All papers and information shall be signed and authenticated by the bidder.					

18	Submission of Technical Specifications (Section C)	The interested registered bidder shall copy the Asked Technical Specifications form (Section C) from the webpage and place them on their own letterhead write their own specifications and part numbers in the designated fields and submit the document along with the supporting original brochure, detail color picture in a separate sealed envelope with proper labeling mentioning- “Technical Specifications- PIN Mailer”, Name of the bidder & Reg. No. All papers and information shall be signed and authenticated by the bidder.
19	Submission of Financial Offer (Section D)	The interested registered bidder shall copy the Financial Offer form from the webpage and place them on their own letterhead and write their price offer for Section D in the designated field(s) and submit the document in a separate sealed envelope with proper labeling mentioning- “Financial Offer- PIN Mailer”, Name of the bidder & Registration No. All papers and information shall be signed and authenticated by the bidder.
20	Name and address of the Office for receiving tender(s)	Senior Vice President and Head Logistic Support Division Social Islami Bank PLC Level-29, City Centre, 90/1, Motijheel C/A, Dhaka-1000
21	Contact Details	Telephone No. 09612001122- Ext: 50292, email: chspd@sibl-bd.com
22	Special Instruction	The Bank Authority reserves the right to - <ol style="list-style-type: none"> 1. Explain or clarify the terms of this tender notice in its own way, 2. Bring necessary changes in the notice 3. Increase or decrease the tender quantity 4. Reject the lowest, 5. Reject any or all bids, 6. Select any bidder deems fit and proper by them The bank authority can perform all the above things without assigning any reason. The bidder/supplier shall have no right to challenge the decision of the Bank Authority in any court of law or to any arbitrator.

Senior Vice President and Head

Logistic Support Division

Phone- 09612001122- Ext-50292, 50299

E-mail address: chspd@sibl-bd.com

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Section B: Bidder's Information and Qualifications/Eligibility

SN	Description	Qualification	Response	Remarks
01	Name of the Bidder	Required		Attach NID copy
02	Designation of the Bidder	Required		
03	Company Name	Required		
04	Company Type	Required	Proprietorship, Partnership, Private Limited, Public Limited etc.	
05	Website address of the company	Required		
06	Bidder's Office Phone No.	Required		Attach bill copy
07	Bidder's email address	Required		Send "Hello" mail to chspd@sibl-bd.com
08	Bidder's Mobile No.	Required		
09	Verified Business Address	Required		Attach proof
10	Name of Contact Person	Required		Attach NID copy
11	Designation of the contact Person	Required		
12	Official email address	Required		Send "Hello" mail to chspd@sibl-bd.com
13	Valid Trade License No.	Required		Attach proof
15	Valid VAT Registration No.	Required		Attach proof
15	Valid ETIN	Required		Attach proof
16	Valid IRC No.	Required		Attach proof
17	Authorization of the Principal	Required		Attach proof
18	Bank solvency certificate	Required		Attach proof
19	Are you adequately solvent to sale on credit?	Yes/No.		
20	Experience: The bidder must have experience for supplying similar order in 3 different commercial Banks of Bangladesh	Required	Bank- WO- Date- Quantity	Attach proof
21	Principal's Name, Postal Address, Web address		Required	Might be verified
22	Are you Banned by any bank authority or government agency?	Yes/No		
23	Will you import the product from original equipment manufacturer? If no, who will import your products give its details	Yes/No./details		

Signature & Seal of the bidder with date:

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Section C: Technical Specification

SL	Configuration/Description
1	3 ply Wood free paper with Carbonized CNF ink area sprocket margin with continuous sets.
2	Size: 6.5" x 3.7"/3
3	Logo color- 4 Color on 2 nd ply front and Back color printing on all other ply.
4	Paper: CB white 55gsm (1 st Ply), CFB white 75gsm (2 nd Ply), CF White 80 GSM (3 rd Ply)
5	Country of Origin: specified by the vendor.
6	As per Banks sample.

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Section D: Price Quotation for SUPPLYING 100000 PCS CARD PIN MAILER

Lot	Description	Quantity	Unit Price (Before VAT Tk.)	Quoted Amount (Before VAT Tk.)
01	BLANK VISA Classic Debit Card	100,000 pcs		
	Total Price			

In words: Total Taka.....

(The abovementioned price is inclusive of all costs, taxes except VAT as per rule of the government of Bangladesh and applicable VAT will be added and paid by the bank)

Signature & Seal of the bidder:

Name of the Bidder:

Designation of the Bidder:

Company Name:

Business Address:

Contact email address:

Mobile No.: