



**Logistic Support Division**  
Head Office, City Center  
90/1, Motijheel C.A. Dhaka

Ref: SIBL/HO/LSD/2024/1841

Dated: 10.09.2024

**Sub: Invitation of Tender for Printing and supplying of Wall Calendar and Desk Calendar for the year of 2025.**

**A. Tender Specifications :**

SN	Item	Particulars
01	(a) Printing & Supplying of Wall Calendar & Envelopes for the year of 2025	<p><b><u>Specification of Wall Calendar:</u></b>  <b>Size</b> : 16"x 22"  <b>Inner Page</b> : 06 Sheets  <b>Paper</b> : <b>170 gsm/150 gsm Art Paper</b>  <b>Colour</b> : 4 (four) colour  <b>Top Sheet</b> : <b>Page</b> : 1 (one) sheet  <b>Paper</b> : 120 Gsm Art Paper  <b>Colour</b> : 4 (four) Colour  <b>Binding</b> : Foreign Double Steel Wire-O- ring Binding with full hanger (5/16 wire).  <b>Hanger</b> : 2mm dia(12 gauge) x 15.5" L, Steel Wire with PVC Lamination  <b>Back Board</b> : Size : 4" x 16", 600 gsm duplex board  <b>Cartoon</b> : Made of 5 ply cardboard must be capable to pack 50 pieces Calendar.  <b>Packaging</b> : 50 pieces per Cartoon (5 ply)  <b>Quantity</b> : <b>2,50,000 (Two Lac Fifty Thousand) pieces</b>  <b>Rate</b> : Inclusive VAT &amp; Tax/AIT (To be quoted by the bidder)  <b><u>Envelope</u></b> : Size: As per Calendar size 17"x23"  <b>Paper</b>: 120 Gsm Offset Paper  <b>Colour</b>: 4 (four) colour  <b>Quantity</b> : <b>6,000 (Six Thousand) pieces</b>  <b>Rate</b> : Including VAT &amp; Tax/AIT (To be quoted by the bidder)</p>
	(b) Printing & Supplying of Desk Calendar for 2025 with Envelopes	<p><b><u>Specification of Desk Calendar:</u></b>  <b>Size</b> : Height: 8.5" X Width: 7"  <b>Page</b> : 13 Sheets  <b>Paper</b> : 300 gsm Art Card  <b>Print</b> : 4 (four) Colors Both Side Printing  <b>Board/Stand</b>: 28 ounce pasting Board with 150 gsm Art paper Mat Lamination  <b>Binding</b> : Foreign Steel Wire-O  <b>Envelope</b> : 120 Gsm Offset paper with 4 (four) colors offset printing  <b>Quantity</b> : <b>50,000 (Fifty Thousand) pieces</b>  <b>Rate</b> : Inclusive VAT &amp; Tax/AIT (To be quoted by the bidder)</p>
02	Source of Funds	Social Islami Bank PLC's own Fund
03	Invitation for Tenders Ref. & Date	SIBL/HO/LSD/2024/1841 dated 10.09.2024
04	Time for completion of works and Delivery of site.	Within 20 (twenty) days from the date of work order issued
05	Eligibility of Bids	<p><u>The bidder must submit copies</u> of (a) Company Profile Compiling all documents, proof of experience, (related copies of work orders etc. to evaluate their credibility and eligibility) (b) Valid Trade License (c) VAT Registration (d) TIN (e) Press Declaration Certificates (f) Solvency Certificate certifying that the bidder has the financial capabilities to execute any work order without advance from the Bank (g) Officially communicable valid email address (h) Must have infrastructure of printing job with efficient Technical Team to execute the work within the stipulated time (i) Must have Experience of printing &amp; supplying of Wall Calendar &amp; Desk Calendar of Private Commercial Banks (proof of experience to be attached with the profile along with copies of work order issued by the Private Commercial Banks).</p> <p><u>List of Machineries and Equipment for printing regarding</u> (a) Number of 4 color Offset Printing Machine (b) Number of Plate Expose and Develop Machine (c) Binding</p>



		Equipment (d) Cutting Machine (e) UV Varnish Machine (f) Capacity for printing and delivery of these Machines per day (g) Manpower list with designation & job descriptions.
06	Name and address of the Office for receiving and opening of Tender Document	Logistic Support Division, Social Islami Bank PLC, Head Office, City Center, Level-29, 90/1 Motijheel C/A, Dhaka-1000.
07	<b>Tender Schedule Price</b>	Tk.3,000/- (Three Thousand) only ( <b>nonrefundable</b> ) in the form of Payment Order of any Schedule Bank favoring Social Islami Bank PLC.
08	<b>Tender Security</b>	<b>Tk.3.00 lac (Three Lac) only (refundable) in the form of Payment Order</b> of any Schedule Bank favoring <b>Social Islami Bank PLC.</b>
09	<b>Submission of tender bids</b>	The deadline for submitting tender bid(s): On or before <b>30<sup>th</sup> September 2024 at 3.00 PM.</b> The bids of the bidders have to submit- (i) <b>Tender Security Money and Tender Schedule Price.</b> (ii) <b>All documents/papers to be submitted as mentioned at serial number 5.</b> (iii) <b>Dummy Samples of Wall Calendars and Desk Calendars on the specified paper to be submitted by the bidder along with the offer to assess Paper Quality, Printing quality, Quality of Binding quality as per specification.</b> (iv) <b>Original Tender Bids on Letter Heads mentioning item wise price and a soft copy thereof in the form of CD. Offers against all the above items will have to be submitted in separate Envelopes.</b>
10	Opening of Tender	<b>At 3:30 PM on the 30<sup>th</sup> September 2024</b>
11	Special Instruction	a. Bidder's authorized representative is allowed ( <b>one person for each tender</b> ) to remain present at the time of opening of tenders. b. Incomplete offer(s) will not be considered and will be rejected forthwith. c. The Bank Authority reserves the right to bring any change(s) in the specifications and quantities and reject any/all tender(s) without assigning any reason and is not bound to select the lowest bidder if the bank do not consider the bidder as competent enough to perform the task or the Theme Design is found not acceptable. d. The bidder should keep in mind that lobbying, Influencing, parleying in any form will be treated as disqualification and the respective offer will be liable for cancellation.
12	Deliver to:	SIBL Head Office, Dhaka

#### B. Financial Offer :

SN	Particulars	Quoted Amount including VAT & Tax		
		Qty.	Rate	Total Amount
<b>a.</b>	<b>Printing and supplying Wall Calendar-2025</b>			
01.	Wall Calendar with related design(170 gsm Art Paper)	2,50,000 pcs		
02.	Cover Envelopes Wall Calendar	6,000 pcs		
<b>Total Quoted Amount for printing and supplying of 2,50,000 Wall Calendars with 6,000 pieces Cover Envelopes</b>				
<b>b.</b>	<b>Printing and supplying Wall Calendar-2025</b>			
01.	Wall Calendar with related design(150 gsm Art Paper)	2,50,000 pcs		
02.	Cover Envelopes Wall Calendar	6,000 pcs		
<b>Total Quoted Amount for printing and supplying of 2,50,000 Wall Calendars with 6,000 pieces Cover Envelopes</b>				
<b>c.</b>	<b>Printing and supplying of Desk Calendar-2025 with Cover Envelopes.</b>	50,000 pcs		
<b>Grand Total</b>				

S/d

**Senior Vice President & Head**

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