



Logistic Support Division

Head Office, City Center
90/1, Motijheel C.A. Dhaka

Ref: SIBL/HO/LSD/2017/1197

Dated: 09.08.2017

**Invitation of Tender for Printing and supplying of Wall Calendar,
Desk Calendar and Special Diaries for the year of 2018**

A. Tender Specifications :

SN	Item	Particulars
1.	(a) Printing & Supplying of Wall Calendar & Envelopes for the year of 2018	<p><u>Specification of Wall Calendar :</u> Size : 17.5"x 24.5" Inner Page : 06 Sheets Paper : 170 Gsm Art Paper Colour : 4 (four) colour Top Sheet : Page : 1 (one) sheet Paper : 100 Gsm Art Paper Colour : 4 (four) Colour Binding : Foreign Double Ware-O-Binding with full hanger Back Board : Size : 3.5" x 17.5" Paper : 300+300 gsm (Hansol) pasting Board Quantity: 3,00,000 (three lac) pieces Rate : Including VAT & Tax (To be quoted by the bidder)</p> <p>Envelope : Size : As per Calendar size Paper : 100 Gsm Offset Paper Colour : 4 (four) colour Quantity : 30,000 (thirty thousand) pieces Rate : Including VAT & Tax (To be quoted by the bidder)</p>
	(b) Printing & Supplying of Desk Calendar for 2018 with Envelopes	<p><u>Specification of Desk Calendar :</u> Size : 7"X 6.75" Page : 13 Sheets Paper : 300 Gsm Art Card Print : 4 (four) Colors Both Side Printing Board : 28 ounce gray Board Binding : Red Ware-O With Strong Red Stand mounted by one color Glossy 150 Gsm Art Paper with Matt Lamination Envelope : 100 Gsm Offset paper with 4 (four) colors offset printing Quantity : 30,000 (thirty thousand) pieces Rate : Including VAT & Tax (To be quoted by the bidder)</p>
	(c) Printing & Supplying of Special Diaries for 2018 with Envelopes	<p><u>Specification of Special Diaries :</u> Size : 9" x 7" Cover page: Leather (Export quality) Embossed foil color print with magnetic lock Page : 108 Sheets Paper : 100 Gsm Offset paper (paper-one) Print : four color offset print Board : 300 Gsm Art Card 8 sheets Binding : Ring binding with stainless steel Envelope : 300Gsm Duplex Board with Top & Bottom part Quantity : 12,000 (twelve thousand) pieces Rate : Including VAT & Tax (To be quoted by the bidder)</p>
2	(a) Design Works of Wall Calendar, Desk Calendar and Special Diaries	Composing, Page Setting, Art Working, Designing, Template Making and Exact Proof Approval & submission of soft copy of approved proof with detailed properties of design in the form of editable format.



	(b) Theme & Design	Should have modern concept, preferably on Banking, Green Banking, Muslim Heritage, Progress of Civilization, Natural Bounties of Bangladesh, Landmark Monuments and Places of Interest of Bangladesh. The interested bidders should keep in mind not to include any image of human or other living creatures. The qualified or accepted design shall be paid as per Bank's Policy, if the relative bidder does not qualify.
3	Source of Funds	Social Islami Bank Limited's own Fund
4	Invitation for Tenders Ref. & Date	SIBL/HO/LSD/2017/ 1197 dated 09.08.2017
5	Time for completion of works and Delivery of site.	Within 01 (one) month from the date of work order issued
6	Eligibility of Bids	The bidder must submit copies of (A) Company Profile Compiling all documents, proof of experience, (related copies of work orders etc to evaluate their credibility and eligibility) (a) Valid Trade Licence (b) VAT Registration (c) TIN (d) Press Declaration Certificates (e) Solvency Certificate certifying that the bidder(s) has the financial capabilities to execute any work order without advance from the Bank. (f) Officially communicable valid email address (g) Must have infrastructure of printing job with efficient Technical Team to execute the work within the stipulated time (h) Must have Experience of printing & supplying of Wall Calendar & 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) (i) List of Machineries and Equipments for printing regarding (a) Number of 4 color Offset Printing Machine (b) Number of Plate Expose and Develop Machine (c) Binding Equipments (d) Cutting Machine (e) UV Varnish Machine (j) Capacity for printing and delivery of these Machines per day (k) Manpower list with designation & job descriptions.
7	Name and address of the Office for receiving and opening of Tender Document	Logistic Support Division, Social Islami Bank Limited, Head Office, City Center, Level-29, 90/1 Motijheel C/A, Dhaka-1000.
8	Tender Schedule Price	Tk.3,000/- (three thousand) only (non refundable) in the form of Payment Order of any Schedule Bank favoring Social Islami Bank Limited.
9	Tender Security	Tk. 2.00 lac (two lac) only (refundable) in the form of Payment Order of any Schedule Bank favoring Social Islami Bank Limited.
10	Submission of tender bids	The deadline for submitting tender bid(s): On or before 22nd August 2017 at 3.00 PM . The bids of the bidders have to submit- (i) Tender Security Money and Tender Schedule Price. (ii) All documents/papers to be submitted as mentioned at serial number 6. (iii) Dummy Samples of Wall Calendars, Desk Calendars & Special Diaries on the specified paper to be submitted by the bidder along with the offer to assess Paper Quality, Printing quality, Quality of Binding quality of Theme & Design etc. as per specification. iv) 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.
11	Opening of Tender	At 3:30 pm on the 22 nd August 2017
12	Special Instruction	a. Bidder's authorized representative is allowed (one person for each tender) to remain present at the time of opening of tenders.



		<p>b. Incomplete offer(s) will not be considered and will be rejected forthwith.</p> <p>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.</p> <p>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.</p>
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B. Financial Offer :

SN	Particulars	Quoted Amount including VAT & Tax		
		Qty	Rate	Total Amount
a.	Printing and supplying of Wall Calendar-2018			
01.	Wall Calendar with related design	3,00,000 pcs		
02.	Cover Envelopes of Wall Calendar	30,000 pcs		
Total Quoted Amount for printing and supplying of 3,00,000 Wall Calendars with 30,000 pieces Cover Envelopes				
b.	Printing and supplying of Desk Calendar-2018 with Cover Envelopes and related design	30,000 pcs		
c.	Printing and supplying of Special Diaries-2018 (Size 9" x 7") with Cover Envelopes and related design	12,000 pcs		
Grand Total				

S/d

(Md. Akbar Ali)

Senior Executive Vice President

Logistic Support Division

Head Office, Dhaka

Phone: 09612001122 Ext.: 50290/50297, e-mail address: lsd@sibl-bd.com