

Ref: SIBL/HO/LSD/2022/788
Dated: 28.04.2022

Sub: Invitation of Tender for Printing & Supplying of Annual Report, 2021
(Visit website www.siblb.com for details)

i. Price Specifications For Printing & Supplying of Annual Report, 2021

SN	Name of Item	Quantity	Unit Rate with VAT & Tax	Total Amount with VAT & Tax
01	Annual Report, 2021 (Book + Envelope)	5,000 Books	Tk.	Tk.

ii. Tender Specifications

SN.	Item	Specifications
1	(a) Printing & Supplying of 5,000 (five thousand) Books (Approximately) Annual Report, 2021. (b) Envelopes	Size : 8.5"X 11" (A4 size) Page (Inner) : 385 (±5) Pages + Cover Page Paper : 120 gsm Matt Paper (Inner Pages) Cover Page : 300 gsm Art Card with Matt & Spot Lamination Print : Four Colors Offset Process, DTP System Process Design : Full Design (soft copy) will be provided by the Bank Binding : Stitch & Juice Binding Quantity : 5,000 (five thousand) Books (Approximately) Size : 9"X12" (as required for containing the Annual Report) Paper : 100 gsm offset paper Print : Four colors offset printing Quantity : 5,000 (five thousand) Books (Approximately)
2	Invitation for Tenders Ref. & Date	SIBL/HO/LSD/2022/788 dated 28.04.2022
3	Time for completion of works and Delivery	Within 15 (fifteen) days from the date of issuing the work order.
4	Eligibility of Bids	The bidder must submit copies of (a) Company Profile (b) Valid Trade License (c) VAT Registration (d) TIN (e) Press Declaration Certificates (f) Solvency Certificate certifying that the bidder (g) has the financial capabilities to execute any work order without advance from the bank (h) Officially communicable valid email address (i) Must have infrastructure of printing job with efficient Technical Team to execute the work within the stipulated time (j) Must have Experience of printing & supplying of Annual Report 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) (k) List of Machineries and Equipments for printing regarding (1) 4 color Offset Printing Machine with Quantity (2) Plate Expose and Develop Machine with Quantity (3) Binding Equipments (4) Cutting Machine (5) UV Varnish Machine (l) Printing and delivery Capacity of these Machines per day (m) Manpower list with designation & job descriptions.
5	Name and Address of Official Inviting Tender	Logistic Support Division, Social Islami Bank Limited Head Office: City Center (29 th floor) 90/1 Motijheel C/A, Dhaka
6	Mode of payment	The supplier will have to submit bill with original Mushak-11 Challan and delivery challan after full and final delivery of the Annual Report to the In-charge, Share Division, SIBL, Head Office, Dhaka.
7	Dummy samples	Necessary Dummy Samples of Annual Report must be submitted along with the offer/bid.
8	Submission of tender bids	The deadline for submitting tender bid(s): On or before 12th May 2022 at 3.30 PM. <u>The bids of the bidders have to submit-</u> i. Bidders' Complete Profile Compiling all documents, proof of experience, (related copies of work orders etc to evaluate their credibility and eligibility), List of Machineries and Equipments for printing regarding (a) 4 color Offset Printing Machine with Quantity (b) Plate Expose and Develop Machine with Quantity (c) Binding Equipments (d) Cutting Machine (e) UV Varnish Machine (f) Printing and delivery Capacity of these Machines per day (g) Manpower list with designation & job descriptions. ii. Dummy Samples of Annual Report on the specified paper to assess Paper Quality, Printing quality, Quality of Binding quality as per specification.

9	Paper Qualities	i) Paper quality, manufacturer's name, Country of Origin is to be mentioned clearly.
10	Opening of Tender	At 4:00 pm on 12.05.2022
11	Special Instruction	<p>a. Bidder's authorized representative is allowed (one person for each tender) to remain present at the time of opening of tenders.</p> <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 changes 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 does not consider the bidder as competent enough to perform the task.</p>

(ATM Zahurul Haque)

Vice President & Head,

Phone: 09612001122 Ext.50290, 50296,

e-mail address: lsd@sibl-bd.com