

Social Islami Bank Limited  
**Logistic Support Division**  
 Head Office, Dhaka

Ref: SIBL/HO/LSD/2018/196  
 Dated: 25.02.2018

**Sub: Invitation of Tender for Printing & Supplying of Annual Report, 2017**  
 (Visit website [www.siblb.com](http://www.siblb.com) for details)

**i. Price Specifications For Printing & Supplying of Annual Report, 2017**

SN	Name of Item	Quantity	Unit Rate with VAT & Tax	Total Amount with VAT & Tax
01	Annual Report, 2017 (Book + Envelope)	35,000 Books	Tk.	Tk.

**i i. Tender Specifications**

SN.	Item	Specifications
1	(a) Printing & Supplying of 35,000 (thirty five thousand) copies (Approximately) Annual Report, 2017 .  (b) Envelopes	Size : 8.5"X 11" (A4 size) Page (Inner) : 360 Pages (±5%) + 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 : 35,000 (thirty 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 : 35,000 (thirty five thousand) copies (Approximately)
2	Invitation for Tenders Ref. & Date	SIBL/HO/LSD/2018/196 dated 25.02.2018
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 (a) Valid Trade License (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 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) (i) 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 (j) Capacity for printing and delivery of these Machines per day (k) 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 <sup>th</sup> floor) 90/1 Motijheel C/A, Dhaka
6	Tender Security / Earnest Money	Payment Order for Tk. 1,00,000/- (one Lac ) only in favor of " <b>Social Islami Bank Limited</b> " (conditionally refundable)
7	Schedule Price	Payment Order for Tk. 3,000/- (three thousand) only in favor of " <b>Social Islami Bank Limited</b> " (non refundable)
8	Mode of payment	The supplier will have to submit bill with original Mushak-11 Challan and delivery chalan after full and final delivery of the Annual Report to the Incharge, Share Division, SIBL, Head Office, Dhaka.
9	Dummy samples	Necessary Dummy Samples of Annual Report must be submitted along with the offer/bid.

10	Submission of tender bids	<p>The deadline for submitting tender bid(s): On or <b>before 5<sup>th</sup> march 2018 at 3.00 PM</b>. The bids of the bidders have to submit-</p> <p><b>i. Tender Security Money and Tender Schedule Price.</b></p> <p><b>ii. Bidders' Complete Profile</b> 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 (j) Capacity for printing and delivery of these Machines per day (k) Manpower list with designation &amp; job descriptions.</p> <p><b>iii. Dummy Samples of Annual Report on the specified paper to assess Paper Quality, Printing quality, Quality of Binding quality as per specification.</b></p>
11	Paper Qualities	<b>i)</b> Paper quality, manufacturer's name, Country of Origin is to be mentioned clearly.
12	Opening of Tender	At 3:30 pm on 05.03.2018
13	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>

**(Abdul Hannan Khan)**

Senior Executive Vice President,

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