



ইসলামী ব্যাংক বাংলাদেশ লিমিটেড
اسلامی بینک بنغلادیش لیمیٹید
Islami Bank Bangladesh Limited
Common Services Division

OPERATIONS WING, HEAD OFFICE
20, DILKUSHA C/A, (6th Floor), DHAKA-1000
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Website : www.islamibankbd.com
SWIFT : IBBLBDDH

N.B.Participants eligibility of Tender : Only Bank Enlisted Vendors (2020-2021)

Date : 16/06/2022

Schedule.No. 80/2022

Sealed quotations are hereby invited by Islami Bank Bangladesh Limited, Common Services Division, Head Office, 20,Dilkusha C/A, Dhaka-1000 from the enlisted printing firms for printing & supply of the following items of our Bank as per description detailed below:-

En-42,Khidma Card Mailer Envelope (window)

Item & Details	
Name of the item	: Khidma Card Mailer Envelope (window)
Item Code	: En-42
Quantity	: 20,000 Pcs
Size	: 4.75" x 9" Window Size : 4.25" x 2.25"
Paper	: 150 GSM Art Paper
Printing	: One side 4 (Four) color computer compose & Offset printing.
Binding	: Sticker pasting (<i>adhesives sticker/Self glue</i>)
Design	: Design will be provided by Brand & Communication Division of the Bank
Packing	: 100 Pcs Envelope with paper band & 500 Pcs in Box.
Delivery	: Card Division,ABW,75,Dilkusha C/A,(9 th floor) HO,IBBL,Dhaka-1000
Specification & design	: Specification & design will be supplied by Card division ,all size, color, design, Paper & Specification etc. should be completed as per sample)

TERMS & CONDITIONS :

- 1) Qualifications of Vendors : The firms having own Establishment & modern printing machineries and sufficient skilled manpower and got experience in printing of Books, Forms and Stationeries of Bank/Financial Institution can only participate in the tender.
- 2) Quotations : Rate should be quoted in figure for each item. Total amount for each item and grand total should be shown in the prescribe pro-forma otherwise quotation will not be accepted.
- 3) Tender Security/ Earnest Money : The quotation must be submitted along with earnest money @ Tk.2.5% of the quoted amount through Payment Order only from any schedule Bank.
- 4) Specification : Tender Schedule can be received on 20/06/2022 up to 3.00 PM and will be opened on the same day at 3.10 PM at Printing & Security Stationery Department of Common Services Division , 20, Dilkusha C/A (6th floor), Dhaka.
- 5) Others : a)All works shall have to be done with Japanies ink.(Brand :Bright/Daihan/Pride) & the printing