



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

OPERATIONS WING, HEAD OFFICE  
20, DILKUSHA C/A, (6th Floor), DHAKA-1000  
Phone : 9571475, PABX-7115575, 7116712  
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Website : www.islamibankbd.com  
SWIFT : IBBLBDDH

**SCHEDULE NO.44/2023**

**Date : 10/04/2023**

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-06: Envelope White (9.5" X 4.5")**

Item & Details	
Name of the item	: Envelope White
Item Code	: En-06
Quantity	: 3,30,000 Pcs
Size	: 9.5" X 4.5"
Paper	: 80 GSM Bashundhara/Partex/Fresh Offset paper
Printing	: One side corner printing as under : Bank's Monogram, Bank's Name in Bengali, Arabic & English and place of address will remain blank.
Packing & Supply	: 100 Pcs in a ring band and 500 Pcs in a box.
Specification	: Specification will be supplied by CSD & CSSSD ,all size, color, design, Paper & Specification etc. should be completed as per sample )
Place of delivery	: Central Store & Stationery Supply Department, 61, Purana Palton Line , Dhaka-1000.

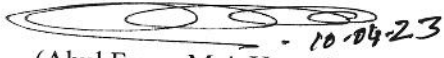
**TERMS & CONDITIONS :**


- 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) Receive time of quotation : Tender Schedule can be received on **13/04/2023** up to 2.00 PM and will be opened on the same day at 2.10 PM at Printing & Security Stationery Department of Common Services Division , 20, Dilkusha C/A (6th floor), Dhaka.
- 5) Others Conditions : a)All works shall have to be done with Japanies ink.(Brand :Bright/Daihan/Pride) & the printing firm will submit a machine proof copy of the item before printing for approval.  
b)The supplied item will be rejected if any deviation i.e.Paper,Size,Color,weight, Writing etc. found in the same & any penalty will be imposed as per decision of the Bank Authority
- 6) Supply time : Supply of the item/items must be completed within the schedule date will be

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mentioned in the Work Order.

- 7) VAT & Tax : The printing firm will quote the rate along with Value Added Tax and Vat as per Govt.Rules.
- 8) Late demurrage : Demurrage @Tk.2.5% will be recovered from the total cost of the item/items for failure to comply with work order as per schedule/ as per terms of the order and also inability to comply with order after receipt of work order.
- 9) Billing System : Bill in triplicate along with 03 (three) copies of Challan and a photocopy of this work order should be submitted for payment after completion of supply to our CSSSD at 61, Purana Palton Line , Dhaka-1000.
- 10) Remarks : The Bank Authority reserves the right to distribute the works between one or more firms/accept or reject any or all of the quotations or part thereof without assigning any reason whatsoever. The Bank is not bound to accept the lowest quoted rate.

  
(Abul Fayeze M.A. Haque)  
FAVP, PSSD, CSD

  
(Mohammed Monzurul Islam Chowdhury)  
SVP & Head of CSD, Please

