



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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SWIFT : IBBLBDDH

IBBL/HO/CSD/PSSD/2023/

Date : 05/06/2023

SCHEDULE NO.60/2023

Sealed quotations are hereby invited by Islami Bank Bangladesh Limited, Common Services Division, Head Office, 20, Dilkusha C/A, Dhaka-1000 from only the enlisted printing firms for printing & supply of the following 14 Categories Registers/Books of the Bank as per description detailed below:-

1) B-18, Cheque Book Issue Register as under-

Item & Details	
Name of the item	: Cheque Book Issue Register
Item Code	: B-18
Quantity	: 200 Pcs
Size	: 8.4" x 13.2"
Paper	: 58 GSM Bashundhara/Partex/Fresh offset paper.
Pages/Sheets	: 100 Leaves/200 pages in a Register
Design	: Sample for Design provided by CSD.
Printing & Rolling	: Both side single color computer compose, offset printing & bi-color offset rolling.
Binding	: ½ (half) drill khaki with KPM green color marble paper binding by 2 lbs. Grey solid board
Packing	: Bundle wth 10 Pcs Register with paper & rope.
Place of delivery	: Central Store & Stationery Supply Department, 61, Purana Palton Line, Ramna, Dhaka-1000.
Specification	: It will be supplied by CSD. (All size,color,design,Paper, & Softcopies of the same should be completed as per desire requirment).

2) B-21, Stationary/Security Stationary Register as under-

Item & Details	
Name of the item	: Stationary/Security Stationary Register
Item Code	: B-21
Quantity	: 100 Pcs
Size	: 8.4" x 13.2"
Paper	: 58 GSM Bashundhara/Partex/Fresh Ledger Paper
Pages	: 100 Leaves/200 pages in a Register.
Design	: Sample for Design provided by CSD.
Printing & Rolling	: Both side single color computer compose, offset printing & bi-color offset rolling.
Binding	: ½ (half) drill khaki with KPM green color marble paper binding by 2 lbs. Grey solid board
Packing	: Bundle wth 10 Pcs Register with paper & rope.
Place of delivery	: Central Store & Stationery Supply Department, 61, Purana Palton Line, Ramna, Dhaka-1000.
Specification	: It will be supplied by CSD. (All size,color,design,Paper, & Softcopies of the same should be completed as per desire requirment).

3) B-30, General/Registered/Courier Letter Dispatch Register as under-

Item & Details	
Name of the item	: General/Registered/Courier Letter Dispatch Register
Item Code	: B-30
Quantity	: 300 Pcs
Size	: 8.4" x 13.2"
Paper	: 58 GSM Bashundhara/Partex/Fresh Ledger Paper
Pages	: 100 Leaves/200 pages in a Register.
Design	: Sample for Design provided by CSD.
Printing & Rolling	: Both side single color computer compose, offset printing & bi-color offset rolling.
Binding	: ½ (half) drill khaki with KPM green color marble paper binding by 2 lbs. Grey solid board
Packing	: Bundle wth 10 Pcs Register with paper & rope.
Place of delivery	: Central Store & Stationery Supply Department, 61, Purana Palton Line, Ramna, Dhaka-1000.
Specification	: It will be supplied by CSD. (All size,color,design,Paper, & Softcopies of the same should be completed as per desire requirment).

4) B-35, Local & Inward Mail Receive Register as under-

Item & Details	
Name of the item	: Local & Inward Mail Receive Register
Item Code	: B-35
Quantity	: 200 Pcs
Size	: 8.4" x 13.2"
Paper	: 58 GSM Bashundhara/Partex/Fresh Ledger Paper
Pages	: 100 Leaves/200 pages in a Register.
Design	: Sample for Design provided by CSD.
Printing & Rolling	: Both side single color computer compose, offset printing & bi-color offset rolling.
Binding	: ½ (half) drill khaki with KPM green color marble paper binding by 2 lbs. Grey solid board
Packing	: Bundle wth 10 Pcs Register with paper & rope.
Place of delivery	: Central Store & Stationery Supply Department, 61, Purana Palton Line, Ramna, Dhaka-1000.
Specification	: It will be supplied by CSD. (All size,color,design,Paper, & Softcopies of the same should be completed as per desire requirment).

5) B-53, Facilities/Investment Proposal Received and disposal Register as under-

Item & Details	
Name of the item	: Facilities/Investment Proposal Received and disposal Register.
Item Code	: B-53
Quantity	: 100 Pcs
Size	: 8.4" x 13.2"
Paper	: 58 GSM Bashundhara/Partex/Fresh Ledger Paper
Pages	: 100 Leaves/200 pages in a Register.
Design	: Sample for Design provided by CSD.
Printing & Rolling	: Both side single color computer compose, offset printing & bi-color offset rolling.
Binding	: ½ (half) drill khaki with KPM green color marble paper binding by 2 lbs. Grey solid board
Packing	: Bundle wth 10 Pcs Register with paper & rope.
Place of delivery	: Central Store & Stationery Supply Department, 61, Purana Palton Line, Ramna, Dhaka-1000.
Specification	: It will be supplied by CSD. (All size,color,design,Paper, & Softcopies of the same should be completed as per desire requirment).

6) B-89, Movement Register as under-

Item & Details	
Name of the item	: Movement Register.
Item Code	: B-89
Quantity	: 100 Pcs
Size	: 8.4" x 13.2"
Paper	: 58 GSM Bashundhara/Partex/Fresh Ledger Paper
Pages	: 100 Leaves/200 pages in a Register.
Design	: Sample for Design provided by CSD.
Printing & Rolling	: Both side single color computer compose, offset printing & bi-color offset rolling.
Binding	: ½ (half) drill khaki with KPM green color marble paper binding by 2 lbs. Grey solid board
Packing	: Bundle wth 10 Pcs Register with paper & rope.
Place of delivery	: Central Store & Stationery Supply Department, 61, Purana Palton Line, Ramna, Dhaka-1000.
Specification	: It will be supplied by CSD. (All size,color,design,Paper, & Softcopies of the same should be completed as per desire requirment).

7) B-103, Investment Documents Execution Register as under-

Item & Details	
Name of the item	: Investment Documents Execution Register
Item Code	: B-103
Quantity	: 200 Pcs
Size	: 8.4" x 13.2"
Paper	: 58 GSM Bashundhara/Partex/Fresh Ledger Paper
Pages	: 100 Leaves/200 pages in a Register.
Design	: Sample for Design provided by CSD.
Printing & Rolling	: Both side single color computer compose, offset printing.
Binding	: ½ (half) drill khaki with KPM green color marble paper binding by 2 lbs. Grey solid board
Packing	: Bundle wth 10 Pcs Register with paper & rope.
Place of delivery	: Central Store & Stationery Supply Department, 61, Purana Palton Line, Ramna, Dhaka-1000.
Specification	: It will be supplied by CSD. (All size,color,design,Paper, & Softcopies of the same should be completed as per desire requirment).

8) B-106, Old Record Register as under-

Item & Details	
Name of the item	: Old Record Register
Item Code	: B-106
Quantity	: 100 Pcs
Size	: 8.4" x 13.2"
Paper	: 58 GSM Bashundhara/Partex/Fresh Ledger Paper
Pages	: 100 Leaves/200 pages in a Register.
Design	: Sample for Design provided by CSD.
Printing & Rolling	: Both side single color computer compose, offset printing & bi-color offset rolling.
Binding	: ½ (half) drill khaki with KPM green color marble paper binding by 2 lbs. Grey solid board
Packing	: Bundle wth 10 Pcs Register with paper & rope.
Place of delivery	: Central Store & Stationery Supply Department, 61, Purana Palton Line, Ramna, Dhaka-1000.
Specification	: It will be supplied by CSD. (All size,color,design,Paper, & Softcopies of the same should be completed as per desire requirment).

9) B-108, Register of Vouchers as under-

Item & Details	
Name of the item	: Register of Vouchers
Item Code	: B-108
Quantity	: 100 Pcs
Size	: 8.4" x 13.2"
Paper	: 58 GSM Bashundhara/Partex/Fresh Ledger Paper
Pages	: 100 Leaves/200 pages in a Register.
Design	: Sample for Design provided by CSD.
Printing & Rolling	: Both side single color computer compose, offset printing & bi-color offset rolling.
Binding	: ½ (half) drill khaki with KPM green color marble paper binding by 2 lbs. Grey solid board
Packing	: Bundle wth 10 Pcs Register with paper & rope.
Place of delivery	: Central Store & Stationery Supply Department, 61, Purana Palton Line, Ramna, Dhaka-1000.
Specification	: It will be supplied by CSD. (All size,color,design,Paper, & Softcopies of the same should be completed as per desire requirement).

10) B-112, Document Ex-Custody Register as under-

Item & Details	
Name of the item	: Document Ex-Custody Register
Item Code	: B-112
Quantity	: 100 Pcs
Size	: 8.4" x 13.2"
Paper	: 58 GSM Bashundhara/Partex/Fresh Ledger Paper
Pages	: 100 Leaves/200 pages in a Register.
Design	: Sample for Design provided by CSD.
Printing & Rolling	: Both side single color computer compose, offset printing & bi-color offset rolling.
Binding	: ½ (half) drill khaki with KPM green color marble paper binding by 2 lbs. Grey solid board
Packing	: Bundle wth 10 Pcs Register with paper & rope.
Place of delivery	: Central Store & Stationery Supply Department, 61, Purana Palton Line, Ramna, Dhaka-1000.
Specification	: It will be supplied by CSD. (All size,color,design,Paper, & Softcopies of the same should be completed as per desire requirement).

11) B-117, Facility/Investment Limit Register as under-

Item & Details	
Name of the item	: Facility/Investment Limit Register
Item Code	: B-117
Quantity	: 100 Pcs
Size	: 8.4" x 13.2"
Paper	: 58 GSM Bashundhara/Partex/Fresh Ledger Paper
Pages	: 100 Leaves/200 pages in a Register.
Design	: Sample for Design provided by CSD.
Printing & Rolling	: Both side single color computer compose, offset printing & bi-color offset rolling. (4 Pages Printed)
Binding	: ½ (half) drill khaki with KPM green color marble paper binding by 2 lbs. Grey solid board
Packing	: Bundle wth 10 Pcs Register with paper & rope.
Place of delivery	: Central Store & Stationery Supply Department, 61, Purana Palton Line, Ramna, Dhaka-1000.
Specification	: It will be supplied by CSD. (All size,color,design,Paper, & Softcopies of the same should be completed as per desire requirment).

12) B-119, Investment/Facilities Sanctions Register as under-

Item & Details	
Name of the item	: Investment/Facilities Sanctions Register
Item Code	: B-119
Quantity	: 100 Pcs
Size	: 8.4" x 13.2"
Paper	: 58 GSM Bashundhara/Partex/Fresh Ledger Paper
Pages	: 100 Leaves/200 pages in a Register.
Design	: Sample for Design provided by CSD.
Printing & Rolling	: Both side single color computer compose, offset printing & bi-color offset rolling.
Binding	: ½ (half) drill khaki with KPM green color marble paper binding by 2 lbs. Grey solid board
Packing	: Bundle wth 10 Pcs Register with paper & rope.
Place of delivery	: Central Store & Stationery Supply Department, 61, Purana Palton Line, Ramna, Dhaka-1000.
Specification	: It will be supplied by CSD. (All size,color,design,Paper, & Softcopies of the same should be completed as per desire requirment).

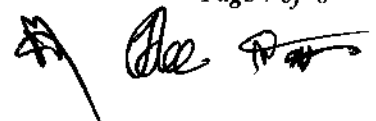


13) B-126, Security Guard Duty Register as under-

Item & Details	
Name of the item	: Security Guard Duty Register
Item Code	: B-126
Quantity	: 300 Pcs
Size	: 8.4" x 13.2"
Paper	: 58 GSM Bashundhara/Partex/Fresh Ledger Paper
Pages	: 100 Leaves/200 pages in a Register.
Design	: Sample for Design provided by CSD.
Printing & Rolling	: Both side single color computer compose, offset printing & bi-color offset rolling.
Binding	: ½ (half) drill khaki with KPM green color marble paper binding by 2 lbs. Grey solid board
Packing	: Bundle wth 10 Pcs Register with paper & rope.
Place of delivery	: Central Store & Stationery Supply Department, 61, Purana Palton Line, Ramna, Dhaka-1000.
Specification	: It will be supplied by CSD. (All size,color,design,Paper, & Softcopies of the same should be completed as per desire requirment).

14) B-127, Register for maintenance and servicing of Generator as under-


Item & Details	
Name of the item	: Register for maintenance and servicing of Generator
Item Code	: B-127
Quantity	: 100 Pcs
Size	: 8.4" x 11.4"
Paper	: 80 GSM Bashundhara/Partex/Fresh offset Paper
Pages	: 52 Leaves /104 Pages in Register (four separate matters) as per sample
Design	: Sample for Design provided by CSD.
Printing & Rolling	: Both side single color computer compose, offset printing & bi-color offset rolling.
Binding	: ½ (half) drill khaki with KPM green color marble paper binding by 2 lbs. Grey solid board
Packing	: Bundle wth 10 Pcs Register with paper & rope.
Place of delivery	: Central Store & Stationery Supply Department, 61, Purana Palton Line, Ramna, Dhaka-1000.
Specification	: It will be supplied by CSD. (All size,color,design,Paper, & Softcopies of the same should be completed as per desire requirment).



TERMS & CONDITIONS :

- 1) Qualifications of Vendors : The firms having enlistment with IBBL, 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 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/opening of Tender : **The tender quotation (s) will be dropped in the tender box kept at Common Services Division, 20, Dilkusha, 6th Floor, Head Office, Dhaka-1000 From 10:00 AM to 2:00 PM on 07/06/2023, Which will reach by 02:00 PM positively. On The same day at 2:10 PM will be opened in front of the tenderers present (if any). Sample Copy of paper should be attached.**
- 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 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 Paltan Lane, Ramna, 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.


(Md. Sami Alam)
Vice President,CSD.


(Mohammed Monzurul Islam Chowdhury)
Senior Vide President & Head of CSD

