



ইসলামী ব্যাংক বাংলাদেশ লিমিটেড  
 ইসলামی بینک بنگلادیش 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  
 Fax : 9571574  
 E-mail : csd@islamibankbd.com  
 Website : [www.islamibankbd.com](http://www.islamibankbd.com)  
 SWIFT : IBBLBDDH

Date : 17/08/2023

**SCHEDULE NO. 91/2023**

Sealed quotations are hereby invited by Islami Bank Bangladesh PLC, Common Services Division, Head Office, 20, Dilkusha C/A, Dhaka-1000 from the bonafide Digital Printing Firms for printing & supplying Poster/Dangler as per description detailed below:-

**Poster/ Dangler:**

Item & Details		
Name of the item	: <b>Poster/ Dangler</b>	
Quantity	: 1400 Pcs	
Print Media	: Vinyl (Panambo/Galaxy/NAR)	
Adhesive	: Foreign sticker.	
Size	: Width 24" X Height 36" i. e. Width 2' x Height 3'	
PVC	: 3mm PVC board. (Width 24" X Height 36")	
Printing	: Eco Solvent Print, Front Side 4 (Four) Color & Back side White Color PVC Board as per design & specification supplied by the Brand & Communication Division, Agent Banking Division & Common Services Division.	
Making/Fitting system	: ¾ Inches 6 (Six) SS Knob. (Best Quality)	
Design, Lay-out & Specification	: Design, Lay-out & Specification will be supplied by <b>Brand &amp; Communication Division</b> , 40 Dilkusha C/A, 1 <sup>st</sup> floor, Head Office, Dhaka-1000 all size, color, design, Vinyl, PVC board & Specification etc. should be completed as per sample	
Specification	: Specification will be supplied by CSD & ABD & B&CD, all size, color, design, Vinyl, PVC board & Specification etc. should be completed as per sample	
Delivery Time & Supply	: Supply of the item must be completed within the schedule date which will be mentioned in the Work Order.	
Place of delivery & Transportation Cost	SL. No.	Name of Zone
	1	Noakhali Zone
	2	Khulna Zone
	3	Jessore Zone
	4	Rangpur Zone
	5	Dhaka Central Zone
	6	Dhaka East Zone
	7	Dhaka North Zone
	8	Dhaka South Zone
	9	Bogura Zone
	Total Agent Outlet	
		1400
As per above distribution table the selected bidder will be delivered the Poster/Dangler at 9 zones as per mentioned quantity at their own cost.		

**TERMS & CONDITIONS :**


- 1) Qualifications of Vendors : The firms having own establishment with IBBPLC & modern Digital printing machinery and sufficient skilled manpower and good experience in Digital printing of Poster, Banner and Festoon of any Corporate Body/Bank/Financial Institution/mobile banking institution **can only participate the tender.**





- 2) Quotations : Rate should be quoted in company's letter head pad mentioning figure including **Delivery/others Cost, VAT & AIT** for the item. Total amount for the item and grand total should be shown in the quotation as following format:


Sl. No.	Name of items	Cost of production with profit	Delivery/others Cost	VAT	AIT	Total Price

- 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. All paper as trade license, work experience certificate & others documents should be submitted along with quotation.**
- 4) Receive time of quotation : **Tender quotation(s) will be dropped in the tender box kept at Printing & Security Stationery Department of Common Services Division, 20, Dilkusha C/A (6th floor), Dhaka from 10: AM to 3:00 PM on 22/08/2023, Which will be reached by 3:00 PM positively. On the same day at 3:10 PM will be opened in front of the tender(s) present (if any). Sample of Vinyl, PVC board, Foreign sticker & ¾ inches SS Knob must be submitted, otherwise quotation may be rejected.**
- 5) Others Conditions : a) All works shall have to be done with Japanies ink.(Brand :Bright/Daihan/Pride) & the printing firm will submit 3 (three) machine proof copy of the item before printing for approval by **Agent Banking Division, 39, Dilkusha C/A, 3<sup>rd</sup> Floor, Head Office Dhaka-1000**  
b) The supplied item will be rejected if any deviation i.e. Vinyl, PVC board, Adhasive Foreign sticker & ¾ inches SS Knob, Size, Color & Writing etc. found in the same & penalty will be imposed as per decision by the Bank Authority  
c) No request for rate change and part or advance payment of bill will be considered.
- 6) Supply time : Supply of the item/items must be completed within the schedule date Which will be mentioned in the Work Order.
- 7) VAT & Tax : The printing firm will quote the rate along with **Value Added Tax, Delivery/others Cost , VAT** as per Govt. Rules.
- 8) Late demurrage : Demurrage @Tk.2.5% of earnest money will be recovered from the total cost of the item for failure to comply the work order or inability to comply the work order as per schedule/as per terms of the 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 **Common Services Division , 20, Dilkusha C/A (6th floor), 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.

  
(Rasheed Mobarrat Jamee)  
TAO.PSSD.CSD

  
(Md. Abul Hossain)  
SPO.PSSD.CSD

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

  
(Md. Saiful Alam)  
Vice President.CSD.