



Common Services Division
Corporate Head Office

September 7, 2022

Subject: Request for price offer of Signboard & Branding works for the Bank.

- 1.1 **Scope of Bid:** Shahjalal Islami Bank (Here in after referred to as the Bank) willing to receive bids from the renowned firms for approving standard rate for the period of 01 (One) year for supply, fitting & fixing of signboard & branding works of the Bank which will be installed/setup at different locations across the country.
- 1.2 **Documents comprising the bid:** i) Valid and up dated Trade License; ii) E-TIN and VAT Certificate.
- 1.3 **Bid Prices:** Bidders shall quote the price in Bangladeshi Taka (BDT) for the items quoted excluding VAT (VAT to be borne by the Bank) and including Tax.
- 1.4 **Bid Validity:** Bid shall remain valid for a period of 03(Three) months from the date of opening of proposals. In exceptional circumstances, prior to expiry of the original bid validity period, Bank may request the bidder to extend the period of validity for a specified additional period. The request and the responses there to shall be made in writing. A bidder agreeing to the request will not be permitted to modify its bid.
- 1.5 **Deadline of Bid:** The bidder must submit the bids addressing to The SEVP & Head of CSD, Shahjalal Islami Bank Limited, Corporate Head Office, Shahjalal Islami Bank Tower, Plot # 4, Block # CWN(C), Gulshan Avenue, Gulshan Dhaka in closed envelope, duly marking the envelope as addressed above, no later than 3.00 PM on 15.09.2022(day/month/year).
- 1.6 **Mode of Payment:** Payment will be made after successful installation in all respects and subsequent submission of the bill after deducting VAT & Tax as per government rules. No advance payment will be allowed.
- 1.7 **Mode of Delivery:** Supplier bound to deliver the product at site at his own arrangement.
- 1.8 **Warranty:** Bidders/vendors should specify the warranty type and period clearly for each of the new items /components. But the warranty period must not be less than 01 (one) year.
- 1.9 **Security Money:** Security money @ 5% will be deducted from final bill which will be kept up to warranty period.

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2.0 Specification:

S/	Description of Work	Unit	Rate
2.01	Supply, fitting & fixing of new backlit signboard, <u>One side display</u> Material Description: 1. Profile Box: Altec/Alco/KAI/approved Brand. 2. Reverse print penaflex @580gsm/ UV print/ approved Brand 3. Backside 28 BWG (Birmingham Wire Gauge) sheet. 4. LED Tube Light 4'-0", 18 watts (Super Star/Transtec/ approved Brand) 5. Cable for internal wiring 1 x 1.2 RM (40/.19 mm); for power connection 1 x 2.5 RM BYA Cable (BRB/ Paradise/ approved Brand. 6. 3/4" x 3/4" MS Box pipe 7. Miscellaneous materials etc. as per requirement	Sft	
2.02	Supply & fitting of new backlit signboard, <u>Both side display</u> Material Description: 1. Profile Box: Altec/Alco/KAI/approved Brand. 2. Reverse print penaflex @580gsm/ UV print/ approved Brand. 3. Backside 28 BWG (Birmingham Wire Gauge) sheet. 4. LED Tube Light 4'-0", 18 watts (Super Star/Transtec/ approved Brand) 5. Cable for internal wiring 1 x 1.2 RM (40/.19 mm); for power connection 1 x 2.5 RM BYA Cable (BRB/ Paradise/ approved Brand. 6. 3/4" x 3/4" MS Box pipe 7. Miscellaneous materials etc. as per requirement	Sft	
2.03	Supply, fitting & fixing of ACP with Acrylic Signage <u>One side display</u> Acrylic signage with 3D letter: made by 3 mm ACP board, 3 mm Acrylic board, acrylic letter height 100 mm average , 20/22 gage sheet box letter, 5 mm PVC, LED strip light, 30-amp adapter (rain proof), BRB cable, refit, screw, leger cutting, vinyl cutting, royal bolt, 2" x 1" ms box pipe, 1.5" x 1.5" ms angel, making fitting etc. all completed	Sft	
2.04	Supply, fitting & fixing of one way vision/Clear Media/Vinyl matte lamination/ mirror print /inkjet print with glossy lamination pasting on glass	Sft	
2.05	Supply, fitting & fixing of inkjet print glossy lamination pasting with 8 mm PVC Board	Sft	
2.06	Supply, fitting & fixing of inkjet print glossy lamination pasting with 5 mm PVC Board	Sft	
2.07	Supply, fitting & fixing of inkjet print glossy lamination pasting with 3 mm PVC Board	Sft	
2.08	Supply, fitting & fixing of Bank's LOGO in cash counter, 38mm thick with 3mm white acrylic sheet as per Bank approved design.	Sft	
2.09	Supply, fitting & fixing of 4'-0", 36-40 watt Fluorescent Tube-light (Super Star/Transtec/ approved Brand)	No	



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2.10	Supply, fitting & fixing of Ballast (Racer/ATCO/approved Brand)	No	
2.11	Supply, fitting & fixing of 4'-0", 18 watt LED Tube-light(Super Star/Transtek/approved Brand)	No	
2.12	Supply, fitting & fixing of 3'-0", 18 watt LED T-5 Tube-light (Super Star/Transtek/approved Brand)	No	
2.13	Supply, fitting & fixing of 1 x 1.2 RM flexible BYA Cable (BRB/Paradise/approved Brand)	Rft	
2.14	Supply, fitting & fixing of 1 x 2.5 RM BYA Cable (BRB/Paradise/ approved Brand)	Rft	
2.15	Supply of PVC Tape Osaca/Tisa/Nitu/Approved Brand	No	
2.16	Supply, fitting & fixing of 38 mm x 38 mm x 6 mm MS Angle for clamping	Rft	
2.17	Supply, fitting & fixing of new UV print panaflex	Sft	
2.18	Supply, fitting & fixing of new reversed print Panaflex	Sft	
2.19	Changing of Galvanized 28 BWG (Birmingham Wire Gauge) sheet.	Sft	
2.20	Changing of Aluminum Profile Box	Rft	
2.21	Servicing of existing signboard (excluding materials)	Sft	
2.22	Supply, fitting & fixing of Bell sign/Pull sign (Size: 30" x 18") Bank approved design	No	
2.23	Repair related accessories like as (Refit/Flat bar/Jet bar/Hinges/Kabja, 1/2" ms box pipe etc.)	Sft	
2.24	Glass Cleaning (Curtain glass/Fixed glass/existing sticker on glass etc.)	Sft	
2.25	Supply, fitting & fixing of engrave/ leger print/cut vinyl on 3mm ACP and fixing on any surface etc.	Sq/inch	
2.26	Silicon gum pasting on curtain glass	No	
2.27	Design charge for new branding	Job	
2.28	Scaffolding	Job	
2.29	Carrying Cost		
	Inside Dhaka (Adjacent district like as Dhaka, Narayangonj, Manikgonj, Gazipur, Narshindi, Munsigonj)	Job	
	Outside Dhaka	Job	

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شاه جلال اسلامي بنك ليميتيد

Shahjalal Islami Bank



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2.1 Other Terms & Conditions:

Bank reserves the right not to purchase the item(s) from the lowest bidder(s) and to accept or reject any or all of the quotations with or without assigning any reason whatsoever. Bank also reserves the right to negotiate with the participating vendors regarding price, warranty and specification of the item(s)

Miscellaneous items beyond the above items to be settled on mutual understanding based on market price between vendor and bank CSD officials.

Yours faithfully,

Md. Mahmudul Haque
SEVP & Head of CSD