



Branding and Product Development Unit, CSD

Ref: SJIBPLC/CHO/CSD/BPD/2024/081

August 28, 2024

Subject: Request for submitting designs and dummies for the Bank's Wall Calendar and Desk Calendar (with envelopes) along with price quotation for the year 2025

Muhtaram,

We are pleased to inform you that every year Shahjalal Islami Bank, a leading progressive Shariah based commercial Bank, is used to print New Year calendar for distribution among valued Customers, Regulatory Bodies, Govt. and semi-Govt. Corporations, and other stakeholders including honorable Board of Directors. Like previous years, the competent authority of the Bank has decided to invite reputed agencies for submitting design and artwork for the Calendar-2025. You are requested to submit your proposal as required below.

The preferred themes for the Bank's calendars may include, but not limited to Islamic Art, Calligraphy, Architecture, Heritage and Paintings. As an experienced agency, you may propose any other option/theme that must not breach Islamic theme. The calendar theme should preferably be eye-catching, aesthetically beautiful, and differentiated.

Specifications of the calendar is given below for your information:

Calendar Type	Size	Other Criteria
Wall Calendar	: 16.75"×22.4" (Calendar) and 18"×23.50" (Envelope)	<ul style="list-style-type: none">• 12 images/designs for 6 pages both sides printing• 1 image for envelope
Desk Calendar	9" (Length) x 7" (Width/Height)	The same 12+1 images to be adapted.

You are requested to submit design with dummy print and quotation by September 30, 2024.

- As per above specifications, the charge for dummy will be borne by the agency.
- Price should be quoted **excluding VAT (VAT would be borne by the Bank) and including Tax** and any kind of charges thereof.
- Copies of following documents should be submitted along with price quotation: i) Valid Trade License ii) BIN certificate iii) E-TIN certificate iv) Company Profile in brief with Proof of experience of Calendar Design
- 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).

Please feel free to contact with Mr. Imam Hossain Mahmud, FAVP (Cell: 01302 312 311, E-mail: mahmud3727@sjibbd.com) for any query and sharing logo of the Bank. You have privilege to submit more than one designs.

In view of the above, we would be highly pleased if your esteemed agency would provide design and artwork for the Calendar-2025 along with price quotation for SJIBPLC. within the stipulated time.

Mahmudul Shamim Talukder
EVP & Head of CSD