

SONALI BANK PLC
Common Services Division
Head Office, 35-42,44, Motijheel C/A
Dhaka-1000.

Invitation For Tenders (IFT) for Printing and Supplying of 11,00,000 (Eleven Lac) Wall Calendars & 20,000 (Twenty Thousand) Pieces of Envelopes.

DATE: 05.10.2026

Tender is invited from bonafide printing press owner's through the tender system (e-gp) for Printing & Supplying of **11,00,000 (Eleven Lac) Wall Calendars & 20,000 (Twenty Thousand) pieces of Envelopes** for the year 2027.

1.	Tender No	DGM/CSD/Wall Calendar/2026/177
2.	e-gp Tender ID	1346611
3.	Name of Goods	Printing & Supplying of 11,00,000 (Eleven Lac) Wall Calendars & 20,000 (Twenty Thousand) pieces of Envelopes for the year 2027. As per following specifications, one set of Calendar's hard copy with Envelope has to be submitted before tender opening time (before 5.00 P.M at Common Services Division, Head Office, Sonali Bank PLC) directly or through Postal Service/ Courier Service. <u>Inner Page:</u> Size: 14.50" x 19.50" (Top Sheet & Inner Page) Inner pages: 120 GSM Art Paper No of Inner Pages: 06 Colour: 6 colours per page (one side) 4 Process Colours (CMYK) 2 Spot Colours: SB Gold-Pantone 115C or Equivalent SB Blue-Pantone 274C or Equivalent <u>Top Sheet:</u> 01 page, 80 GSM Offset Paper Colour: 06 colours. 4 Process Colours (CMYK) 2 Spot Colours: SB Gold-Pantone 115C or Equivalent SB Blue-Pantone 274C or Equivalent <u>Top Sheet & Inner Page:</u> At the top of each leaf there will have printed সোনালী ব্যাংক পিএলসি, under that <i>বিশ্ব ও স্মার্ট</i> and lastly beneath that 'Bank Monogram' will be printed. <u>Supporting Sheet Size:</u> 4.00" x 14.50", 350 GSM Swedish Board <u>Binding:</u> 22 gauge Foreign Double wire 5/14" binding (white Color) and 14" long hanger with 16 gauge strong (White colour) <u>Envelope:</u> Envelope size: 15.25" x 20.25" (Die cut) 80 GSM offset paper <u>Quantity:</u> 20,000 <u>Colours:</u> 2 Spot Colours: SB Gold-Pantone 115C or Equivalent SB Blue-Pantone 274C or Equivalent <u>Design:</u> As per Bank approved sample
4.	Source of Fund	Bank's Own Budget

5.	Eligibility of Tenderers	Interested tenderers/Bidders will have to submit soft copy of the following documents through the e-GP Tender System. 1. Attested Copy of up to date Trade License. 2. Attested Copy of VAT Registration Certificate with BIN. 3. Attested Copy of up to date Income Tax Certificate showing TIN number. 4. Attested Copy of Memorandum of Association, Articles of Association and Certificate of Incorporation (if applicable). 5. Attested Copy of Liquid Asset Certificate (The minimum Liquid Assets amount will be Tk 2,80,00,000.00 (Two Crore Eighty Lac) only. 6. Attested Copy of Documentary evidence for at least 3(three) years experience certificate in offset/art paper printing. 7. The Tenderer shall have successfully completed supply of at least 2,00,000 (Two Lac) pieces of Wall Calendars in a single work order within previous 03 years which value will be at least Tk 1,00,00,000.00 (One Crore). Years counting backward from the date of publication of IFT in the newspaper. (which shall be substantiated by submission of attested copies of completion certificate mentioning amount along with work-order/ contract and performance certificates for supply of similar goods and related services from the respective purchaser.) 8. The satisfactory completion of supply of similar goods (Wall Calendars) of minimum Tk 1,80,00,000.00 (One Crore Eighty Lac) only under maximum 3 (three) work orders within last 03 (Three) years. i.e. years counting backward from the date of publication of IFT in the newspaper. (which shall be substantiated by submission of attested copies of completion certificate mentioning amount along with work-order/ contract and performance certificates for supply of similar goods and related services from the respective purchaser.) 9. Valid Membership certificate issued by Printing Industries Association of Bangladesh. 10. Required machineries are needed for Printing, Binding and Cutting activities and declaration has to be given with photographs of machineries on the company's official pad as a evidence of having the above mentioned machineries. 11. Invitation For Tenders (IFT) is to be treated as part of TDS.
6.	Tender Security Money	Tk.8,00,000.00 (Eight Lac) only (Refundable)
7.	Last date & time of Selling schedule	As per Tender System
8..	Last Date & Time of Tender Submission	As per Tender System
9.	Tender Opening Place, Date & Time	Common Services Division, Sonali Bank PLC, Head Office, 5 th Floor, 35-42,44, Motijheel C/A, Dhaka-1000 19.10.2026 at 5:00 P.M. in presence of the tenderers, if any.
10.	Name & address of the office inviting Tender	Deputy General Manager, Common Services Division, Sonali Bank PLC, Head Office, 5 th Floor, 35-42,44, Motijheel C/A, Dhaka-1000, Tel: 223384642/01708-159319
11.	SPECIAL INSTRUCTIONS:	
	1. This is an e-GP Tender, where e-GP-Tender will be accepted in e-GP Tender System. To submit e-GP Tender, registration in the e-GP Tender System www.eprocurement.gov.bd is required. 2. Any information regarding this tender may be known from the office of the undersigned. 3. All activities in connection with this tender will be governed by by "PPA-2026" & "PPR-2025". 4. Printing companies abilities to print and supply of above mentioned Wall Calendars have to be justified by Tender Evaluation Committee through visiting the respected printing companies. 5. Quoted price of 11,00,000 (Eleven Lac) Calendars will be including 20,000 (Twenty Thousand) Envelopes. 6. Bank authority reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever.	



Deputy General Manager