



Reference: SJIBL/CHO/CSD/2019/

September 9, 2019

Subject: Request for submission of quotation for printing & supplying different printing stationery items (Group-A) for Shahjalal Islami Bank Limited.

Muhtaram,

Assalamu A'laikum Warahamtullah.

We are pleased to request you to submit your quotation for the following items under the terms and conditions mentioned hereunder:

Group-A:

Sl. No.	Description	Qty.
1	Letter of Guarantee	
	Size	: 13.25"(H) x 8.25"(W)
	Paper	: 68 GSM Best Quality Bashundhara ledger paper
	Pads	: 100 Sheets in a pad
	Printing	: Both side single color offset print
	Binding	: Pad binding(W) by gray solid board (bottom) & quality offset/craft paper (top)
	Packing	: 25 Pads packed by quality offset/craft paper with label
	Other Specification	: As per bank approved design & specification
2	Letter of Disbursement	
	Size	: 6.50"(H) x 8.50"(W)
	Paper	: 68 GSM Best Quality Bashundhara ledger paper
	Pads	: 100 Sheets in a pad
	Printing	: Front side single color offset print
	Binding	: Pad binding(W) by gray solid board (bottom) & quality offset/craft paper (top)
	Packing	: 25 pads packed by quality craft paper with label
	Other Specification	: As per bank approved design & specification
3	Denomination Slip	
	Size	: 2.50"(H)x 5.50"(W)
	Paper	: 55 GSM Papertech/Partex best quality offset paper
	Pads	: 100 Sheets in a pad
	Printing	: Front side single color offset print
	Binding	: Pad binding(H) by 4 lbs/ounce gray solid board (bottom) & quality offset/craft paper (top)
	Packing	: 10 pads in a bundle by paper ribbon/rubber band and 10 bundles packed by quality craft paper/strong carton with label
	Other Specification	: As per bank approved design & specification

*[Handwritten signature]*

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Corporate Head Office: Shahjalal Islami Bank Tower, Plot-4, Block-CWN (C), Gulshan Avenue Dhaka-1212, Bangladesh, Phone: +88 02 9845457 (Hunting), 9844736, Email: [sblho@sjiblb.com](mailto:sblho@sjiblb.com), Website: [www.sjiblb.com](http://www.sjiblb.com)



Subject: Request for submission of quotation for printing & supplying different printing stationery items (Group-A) for Shahjalal Islami Bank Limited.

Sl. No.	Description	Qty.
4	EXP Form	500 Pads
	Size : 13.80"(H) x 8.50"(W)	
	Paper : 100 gsm Papertech/Partex	
	Pages : 100 Sheets in a pad (02 sheets in a set & 50 sets in a pad)	
	Printing : Both side single color offset print. Front side- different text in each page of set and Back side- same text in each page	
	Binding : Pad binding(W) by 4 lbs gray solid board (bottom) & quality offset/craft paper (top)	
	Packing : 25 books packed by quality offset/craft paper with label.	
Other Specification : As per bank approved design & specification		

Terms and Conditions:

- Quoted Price must include VAT and TAX and any kind of charges thereof.
- Quoted Price must include delivery Charges.
- Delivery lead-time must be mentioned in the offer.
- Delivery is to be done at the Central Godown of Shahjalal Islami Bank Limited, Edris Point (2nd Floor), Kha-194, Progati Saroni, Middle Badda, Dhaka-1212.
- In the event of supply of any items, which do not match with the required specification, quality or sample's quality or is of substandard quality, the Bank reserves the right for outright rejection of the goods, and the supplier will have to take back those at their own cost and will replace with acceptable quality within 15 days from the date of rejection.
- Quoted price shall remain valid for at least 01 (One) year because Bank may go for reprinting of the item(s) as and when required basis through issuing successive work orders to successful bidder(s).
- Paper Sample (At least A4 Size) should be submitted along with the quotation to measure weight of paper with gsm measuring machine. Paper brand, weight in gsm and country of origin must be mentioned in the offer and in submitted paper sample.
- Complete proposal/offer must be signed with date by the authorized representative of the company.
- Proposal / Offer is to be submitted in sealed envelope, which will be submitted to authorized officer of CSD (Mr. Md. Shahidul Islam-01717170390 or Mr. Kazi Shakhawat Hossain-01675550267), Corporate Head Office on or before 15.09.2019 within 12:00 pm and be clearly marked "Quotation for (Name of Item) at the top of the envelope."



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