

Reference: SJIBL/CHO/CSD/2019/

September 9, 2019

Subject: Request for submission of quotation for printing & supplying different printing stationery items (Group-B) 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-B:

Sl. No.	Description	Qty.
1	A/C Opening Form (Non Individual)	
	Size	: 11.20"(H) x 8.50"(W)
	Paper	: 80 GSM Best Quality Papertech/Partex offset paper
	Pages	: 10 (ten) sheets in a book
	Printing	: All pages both side bi-color offset print & only back side solid color print
	Binding	: Each books folded in the middle (10 sheets folding) & making of books by 02 (two) nos quality stapler pin
	Packing	: 100 books packed by quality craft/offset paper quality craft/offset paper with label
	Other Specification	: As per bank's approved design specification
2	Signature Card	
	Size	: 5.40"(H) x 6.90"(W)
	Paper	: 300 GSM Art Card
	Printing	: Front side Bi-color offset print (As per bank sample)
	Binding	: 100 Cards loose bundle by paper ribbon/rubber band
	Packing	: 05 bundle Cards packed by quality craft/offset paper with label
	Other Specification	: As per bank approved design & specification
3	Cheque Issue Register	
	Size	: 13.25"(H) x 8.25"(W)
	Paper	: 68 gsm Bashundhara best quality ledger paper
	Folios	: 100 folios(200 pages & each page numbering) in a book
	Printing	: Both side single color offset print & each pages numbering
	Binding	: Binding(H) with half leather, rexin on top & 2 lbs grey solid board
	Packing	: 10 registers in a bundle covered & packed by quality craft/offset paper with label
	Other Specification	: As per bank approved design & specification



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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, Website: www.sjiblb.com

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

Sl. No.	Description	Qty.
4	LOG Book	200 Pcs
	Size : 5.5"(H) x 8.5"(W)	
	Paper : 80 GSM offset paper (Partex/Papertech)	
	Folios : 100 folios(200 pages & each page numbering) in a book	
	Printing : Both side single color offset print	
	Binding : Binding(H) with half leather, rexin on top & 2 lbs grey solid board	
	Packing : 20 registers packed with quality craft/offset paper with label	
Other Specification : As per bank's 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."

  