



Reference No.: SJIBL/HO/CSD/2017/1326

Date: October 31, 2017

Subject: **Request for Quotation for Printing & Supplying Different Printing Stationery Items.**

Muhtaram,
Assalamu A'laikum.

We are pleased to request you to submit your quotation for the following items as per attached format under the terms and conditions mentioned below:

Group-A:

SL NO	Description	Qty.
01	DD/TT/PO Application form	1,000 Pads
	Size : 8.75"x7.50"	
	Paper : 55gsm Best Quality offset paper (Papertech/Partex)	
	Page per pad : 100 Sheets in a pad	
	Printing : Both side single color offset print	
	Binding : Pad binding by 4 lbs/ounce gray solid board (bottom) & craft paper (top)	
	Packing : 25 pads in a bundle covered & packed by quality craft paper	
Other Specification : As per bank's approved design & specification		
02	Cash Debit Voucher	1,000 Pads
	Size : 7.50" x 4.50"	
	Paper : 55gsm Best Quality offset paper (Papertech/Partex)	
	Page per pad : 100 Sheets in a pad	
	Printing : Front side Bi-color offset print	
	Binding : Pad binding by 4 lbs/ounce gray solid board (bottom) & craft paper (top)	
	Packing : 25 pads in a bundle covered & packed by quality craft paper	
Other Specification : As per bank's approved design & specification		
03	Letter of Authority form for buying agent	250 Pads
	Size : 8.25"x11.50"	
	Paper : 68 GSM Best Quality Bashundhara ledger paper	
	Page per pad : 100 Sheets in a pad	
	Printing : Front side single color offset print	
	Binding : Pad binding by 4 lbs/ounce gray solid board (bottom) & craft paper (top)	
	Packing : 25 pads in a bundle covered & packed by quality craft paper	
Other Specification : As per bank's approved design & specification		
04	Agreement for buying agent	250 Books
	Size : 8.25"x13.25"	
	Paper : 68 GSM Best Quality Bashundhara ledger paper	
	Page per pad : 100 Sheets in a pad	
	Printing : Both side single color offset print	
	Binding : Pad binding by 4 lbs/ounce gray solid board (bottom) & craft paper (top)	
	Packing : 25 pads in a bundle covered & packed by quality craft paper	
Other Specification : As per bank's approved design & specification		
05	Cost Memo	1,000 Pads
	Size : 7.50"X 4.50"	
	Paper : 55gsm Best Quality offset paper (Papertech/Partex)	
	Page per pad : 100 sheets in a Pad	

Handwritten signatures and initials



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Cost Memo (Contd.)		
Printing	: Front side single color offset print.	
Binding	: Pad Binding with 4 lbs grey solid board (Bottom) & craft paper (Top) & 50 books bundle by quality rope/lace.	
Packing	: 25 pads in a bundle covered & packed by quality craft paper	
Other Specification	: As per bank's approved design & specification	
06	Form TM	250 pads
Size	: 9.0"x 14.5"	
Paper	: 36 lbs best quality colour paper or 70 gsm kpm offset paper	
Pads	: 100 Sheets in a pad	
Printing	: Both side single color offset print	
Binding	: Pads binding by 4 lbs gray solid board & craft paper	
Packing	: 25 pads in a bundle covered & packed by quality craft paper	
Other Specification	: As per bank's approved design & specification	

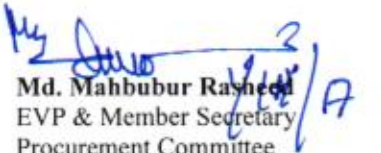
Terms and Conditions:

- 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 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).**
- Sample of paper must be submitted along with the quotation and paper brand and country of origin must be mentioned both in the offer and in submitted paper sample.
- Complete proposal/offer must be signed with date by the authorized representative of the company addressing "The Member Secretary, Procurement Committee, Sha'hjalal Islami Bank Limited, Corporate Head Office, Plot-4, Block-CWN(C), Gulshan Avenue, Gulshan, Dhaka-1212.
- Proposal / Offer is to be submitted in sealed envelope, which will be submitted to authorized officer of CSD, Head Office of the undernoted address on or before 05.10.2017 within 12:00pm and be clearly marked "**Quotation for (Name of Item)**" **at the top of the envelope.**
- Bank reserves the right to accept or reject the proposal / offer without related clarifications only.

Please contact the office of undersigned for any type of clarifications in regard to product.

Manipulation or any kind of unusual approach or failure to submit the proposal /offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.

Sincerely yours,


Md. Mahbubur Rayhan
 EVP & Member Secretary
 Procurement Committee
 Shahjalal Islami Bank Limited
 Corporate Head Office, Dhaka
