



Reference No.: SJIBL/HO/CSD/2017/1327

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-B:

SL NO	Description	Qty.
01	Signature Card	50,000 Pcs
	Size : 5.50"X 7"	
	Paper : 300 GSM Art Card	
	Printing : Front side Bi-color offset print (As per bank sample)	
	Binding & Packing : 100 Cards loose bundle by paper label/rubber band and 05 bundle Cards packed by quality craft paper.	
Other Specification : As per bank approved design & specification		
02	Voucher Cover	50,000 Pcs
	Size : 10.75"x5.75" (After folding)	
	Paper : 90 GSM - KPM best quality Craft Paper Or KPM Rolakata paper	
	Printing : Front side single color offset print	
	Packaging : 100 pcs voucher cover in a loose bundle by rubber or paper ribbon & 5 bundles packet by best quality craft paper.	
Other Specification : As per bank approved design & specification		
03	Vault Register	150 Books
	Size : 8.25"x13.25"	
	Paper : 68 gsm Bashundhara best quality ledger paper	
	Folios : 100 folios (200 pages) in a book	
	Printing : Both side single color offset print & each pages numbering	
	Binding : With half leather, rexin on top & 2 lbs grey solid board	
	Packing : 10 books in a bundle covered & packed by quality craft paper	
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.

A. Samad *Abir*



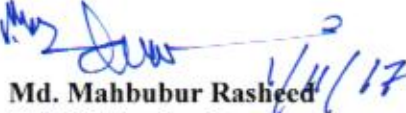
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- e) In the event of supply of items, which do not match with the required specification, quality or sample's quality or is of substandard quality, the Bank reserves the right for outright rejection of the goods, and the supplier will have to take back those at their own cost and will replace with acceptable quality within 15 days from the date of rejection.
- f) **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).**
- g) 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.
- h) Complete proposal/offer must be signed with date by the authorized representative of the company addressing 'The Member Secretary, Procurement Committee, Shahjalal Islami Bank Limited, Corporate Head Office, Plot-4, Block-CWN(C), Gulshan Avenue, Gulshan, Dhaka-1212'.
- i) 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.**
- j) 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 Rashid
EVP & Member Secretary
Procurement Committee
Shahjalal Islami Bank Limited
Corporate Head Office, Dhaka



