

Ref. No.: SJIBL/CHO/CSD/2019/1166

Date: June 10, 2019

Subject: Request for submission of quotation for printing & supplying 'Different printing items' for Card Division, Corporate Head Office of the Bank.

Muhtaram,
Assalamu A'laikum Warahmatullah.

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

Sl No	Description	Qty.
1	Thanks Letter for Debit Card	50,000 Pcs
	Size : 11.69" (H)x 8.27" (W)	
	Paper : 100 gsm offset paper (Papertech)	
	Printing : Both Side 4 (Four) colour offset printing	
	Binding & Packing : 100 sheets loose bundle by paper ribbon/gudder and 500 sheets packed with quality craft/offset paper with proper labeling	
	Other Specification : As per bank's approved design & specification	
2	PIN Envelope (With Window)	50,000 Pcs
	Size : 7" (W)x4" (H) (After making/folding)	
	Paper : 100 gsm offset paper (Papertech)	
	Printing : Front side four color offset printing	
	Making : Envelope Making with di-cutting of window covered by best quality transparent poly	
	Packing : 100 Envelopes loose bundle by paper ribbon/gudder & 2,000 Envelopes packet by strong carton with proper labeling	
	Adhesive : Double adhesive tape on back side (Width wise) of envelope	
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.
- Work order would be issued in favour of successful bidder for one or more item as per approval of the competent authority of the bank.
- Delivery is to be done at Card Division, Corporate Head Office, Shahjalal Islami Bank Tower (4th floor), Plot-4, Block-CWN(C), Gulshan Avenue, 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 the time frame mutually agreed between the bank and the vendor.

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Terms and conditions (Contd.):


- g) 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).
- h) Complete proposal/offer must be signed with date by the authorized representative of the company.
- i) Proposal / Offer is to be submitted in sealed envelope to the authorized officer (Md. Shahidul Islam, FEO, Mobile: 01717-170390 or Md. Shahed, AEO, Mobile: 01911-812261) of CSD, corporate head office at the undernoted address on or before 16.06.2019 within 4:00pm and be clearly marked "Quotation for printing and supplying different printing items for Card Division, Corporate Head Office of Shahjalal Islami Bank Limited" on the top of the envelope.
- j) Bank reserves the right not to purchase the item(s) from the lowest bidder(s) and to accept or reject any or all of the quotations with or without assigning any reason whatsoever. Bank also reserves the right to negotiate with the participating vendors regarding price, warranty and specification of the item(s).


Please contact the office of undersigned for any 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.

Ma-assalamah.

Sincerely yours,


Moinuddin Ahmed
Assistant Vice President
Common Services Division, SJIBL


Md. Marufur Rahman Khan
SVP & Head
Card Division, SJIBL



