



Common Services Division

Reference No.: SJIBL/HO/CSD/2018/1232

Date: August 16, 2018

Subject: Request for Quotation for Printing & Supplying 'Plastic Pouch of ATM Card' for 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.
01	Plastic Pouch of ATM Card	50,000
	Size : 3.6"x2.5"	pcs
	Quality of Plastic : As per bank's sample	
	No. of Pocket : Two pockets	
	Emboss and die cutting : as per bank's sample	
	Packing : 100 pcs loose bundle by gudder and 500 pcs packed by quality poly and 5,000 pcs packet with strong carton	
	Other Specification : As per bank approved design & specification	

Other 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(s) as per approval of the competent authority of the bank.
- Delivery is to be done at the ADC (Cards), Corporate Head Office, Shahjalal Islami Bank Tower (4th floor), Plot-4, Block-CWN(C), Gulshan Avenue, Gulshan, Dhaka-1212, Bangladesh.
- In the event of supply of the said item which does not match with the required specification, quantity, quality or is of substandard quality found before full consumption of the item, the Bank reserves the right for outright rejection of the product and you will have to take back your supplied product at your own cost and will replace with acceptable quality within the time frame as mutually agreed upon by the bank and the vendor.
- 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 plastic must be submitted along with the quotation.
- 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, Bangladesh'.

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Other terms and conditions (Contd.):

- j) Proposal / Offer is to be submitted in sealed envelope, which will be submitted to authorized officer (Md. Shahidul Islam, FEO, Mobile: 01717-170390 & Md. Shahed, AEO, Mobile: 01911-812261) of CSD, corporate head office at the undernoted address on or before **09.09.2018 within 2:00pm** and be clearly marked "Quotation for (Name of Item)" at the top of the envelope.
- k) 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 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 Rasheed
EVP & Member Secretary
Procurement Committee
Shahjalal Islami Bank Limited.