



Common Services Division

Reference No.: SJIBL/HO/CSD/2017/1160

Date: October 2, 2017

Subject: **Request for Quotation for Printing & Supplying 'SWIFT Paper' for our Bank.**

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:

SL NO	Description	Qty.
01	SWIFT Paper	130
	Size : 9.50"X11"	Boxes
	Paper : Self Carbonized (2 ply) (Indonesian) paper	
	Printing : Front side of each ply watermark and single color print of Bank's Monogram with the name SWIFT	
	Other Requirements : 100% Dust free, Star Punching and Micro Perforation.	
	Boxes : Total 2000 Sheets (1000 Ply) in a Box.	
	Origin : Country of Origin and Name of company should be Marked on Paper Sample	
	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.
- 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.
- 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.
- 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 2:00pm 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 Rasheed
EVP & Member Secretary
Procurement Committee
Shahjalal Islami Bank Limited
Corporate Head Office, Dhaka
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