

**Shahjalal Islami Bank Limited**  
Common Services Division

Reference: SJIBL/HO/CSD/2017/429

Date: 16 April, 2017

Subject: **Request for Quotation for Printing & Supplying Different Account Opening Form.**

Dear Sir,

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

SL No	Description	Quantity
	<b>** Group-A</b>	
01	<b>Account Opening Form (Individual)</b>	30,000 Books
	Size : 8.50"X 11.20"	
	Paper : 80 GSM Best Quality <b>PAPERTECH</b> offset paper	
	Pages : 09 (nine) sheets in a book	
	Printing : All pages are both side bi-color offset print & only back side solid color print	
	Binding : Each books folded in the middle (08 sheets folding & 01 sheet attached by glue pasting) & making of books by 02 (two) nos quality stapler pin, 100 books packed by 72 gsm craft paper. As per bank's approved design & specification	
	<b>** Group-B</b>	
02	<b>Account Opening Form (Non Individual)</b>	30,000 Books
	Size : 8.50"X 11.20"	
	Paper : 80 GSM Best Quality <b>PAPERTECH</b> offset paper	
	Pages : 10 (ten) sheets in a book	
	Printing : All pages are both side bi-color offset print & only back side solid color print	
	Binding : Each books folded in the middle (10 sheets folding) & making of books by 02 (two) nos quality stapler pin, 100 books packed by 72 gsm craft paper. As per bank's approved design & specification	
	<b>** Group-C</b>	
03	<b>Terms &amp; Condition of Schemes</b>	1000 Books
	Size : 8.50"X 11.20"	
	Paper : 80 GSM Best Quality <b>PAPERTECH</b> offset paper	
	Pages : 100 (one hundred) sheets in a book	
	Printing : Both side single color offset print.	
	Binding : Pad binding by board and craft paper & 20 books bundle by quality rope/lace. As per bank's approved design & specification	
	<b>Supplementary Form for Account Opening</b>	
04	Size : 8.50"X 11.20"	1000 Books
	Paper : 80 GSM Best Quality <b>PAPERTECH</b> offset paper	
	Pages : 100 (one hundred) sheets in a book	
	Printing : Both side bi- color offset print.	
	Binding : Pad binding by board and craft paper & 20 books bundle by quality rope/lace. As per bank's approved design & specification	

*(Handwritten signatures)*

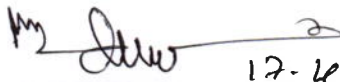
**Terms and Conditions:**

- a) Separate quotation should be submitted for each group.
- b) Quoted Price must include VAT and TAX and any kind of charges thereof.
- c) Quoted Price must include delivery Charges.
- d) Delivery lead-time must be mentioned in the offer.
- e) 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.
- f) 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.
- 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) Paper brand and country of origin must be mentioned in the offer.
- i) Complete proposal/offer must be signed with date by the authorized representative of the company.
- j) Proposal / Offer is to be submitted in sealed envelope, which will be dropped in the Tender Box kept at the CSD, Head Office of the undersigned address on or before 23.04.2017 and be clearly marked "**Quotation for (Name of Item) at the top of the envelope.**"
- k) Bank reserves the right to accept or reject the proposal / offer without related clarifications only.

Please contact undersigned for any types of clarifications in regard to product.

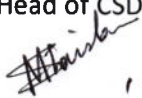
Manipulation or any kind of unusual approach or failure to submit the proposal /offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.

Sincerely yours,

  
17-10-17

**Md. Mahbubur Rasheed**

EVP & Head of CSD

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