



Common Services Division

Ref: SJIBL/HO/CSD/2019/ 362

Date: February 24, 2019

Subject: Request for submission of quotation for Supplying Customized tissue boxes 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 as per attached format and conditions mentioned hereunder:

Customized Tissue Box	
Quantity	: 5,000 Boxes
Paper of Box	: 300 gsm Swedish Board
Size of Box	: 9.6"x4.6"x3" after making
Quantity of Tissue	: 120x2ply=240 sheets per Box
Printing	: Front side 4 colour offset printing
Packing	: 48 Tissue boxes in a carton
Other Specification	: As per bank approved design & specification

Terms and Conditions:

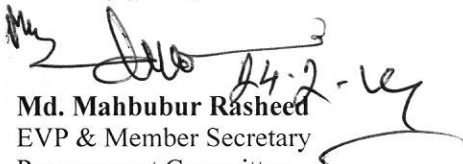
- Quoted Price must include VAT and TAX and any kind of charges thereof.
- Quoted Price must include delivery Charges.
- Sample of Tissue box containing tissue paper must be submitted along with the quotation.
- Delivery lead-time must be mentioned in the offer.
- Delivery is to be done at the Central 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 the time frame mutually agreed between the vendor and the Bank.
- Complete proposal/offer must be signed with date by the authorized representative of the company.
- Proposal / Offer is to be submitted in sealed envelope to the authorized officer of CSD, Corporate Head Office of the Bank at Shahjalal Islami Bank Tower, Plot-4, Block-CWN(C), Gulshan Avenue Dhaka-1212. "Name of Item" must be mentioned at the top of the envelope on or before 03.03.2019 within 12:00 pm.
- 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.

Ma-assalamah.

Sincerely yours,



Md. Mahbubur Rasheed
EVP & Member Secretary
Procurement Committee
Shahjalal Islami Bank Limited
Head Office, Dhaka
Phone: +880 2 9845457

Corporate Head Office: Shahjalal Islami Bank Tower, Plot-4, Block-CWN (C), Gulshan Avenue Dhaka-1212, Bangladesh, Phone: +88 02 9845457 (Hunting), 9844736
Email: sblho@sjiblb.com, Website: www.sjiblb.com