

Common Services Division
 Corporate Head Office

Reference: SJIBPLC/CHO/CSD/2026/772

August 03, 2026

Subject: Request for submission of quotation for printing & supplying "Deposit Slip (Book Binding)" for Shahjalal Islami Bank PLC.

Muhtaram,

Assalamu A'laikum Warahamtullah.

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

Sl. No.	Description	Qty.
1	Deposit Book (Book Binding)	50,000 Books
	Size : 7.50" (W) X 4" (H) (After binding)	
	Paper : Self Carbonized best quality Bashundhara Paper	
	Inner : 1 st Sheet: Light blue color paper with bi-color printing 2 nd Sheet: Pink color paper with bi-color printing	
	Cover : a) Top Sheet: 70 GSM offset paper with both side single color printing b) Back side: size (15"x4") of 250 GSM best quality duplex board with one side single color print with creasing & folding	
	Sets : 2 (two) sheets in a set & 12 sets in a book (1+1x2x12+1)=26 sheets/book	
	Perforation : Inner 12 sheets (bank copy) micro perforation in each book.	
	Binding : Book binding (Height wise) by quality stapler pin	
	Packing : 100 Books in a bundle by strong packed with quality craft/offset paper with label	
	Other Specification : As per bank approved design & specification	

Terms and Conditions:

- Quoted Price must **exclude VAT (VAT would be borne by the Bank) and include 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 PLC., 1137, Khilbarir Tek, 2nd Floor, Nurur Chala, Vatara, Dhaka.
- 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 & the Bank.
- 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).
- Paper Sample (At least A4 Size) should be submitted along with the quotation to measure weight of paper with gsm measuring machine. Paper brand, weight in gsm and country of origin must be mentioned in the offer and in submitted paper sample.
- Complete proposal/offer must be signed with date by the authorized representative of the company, addressing "The Member Secretary, Procurement Committee, Shahjalal Islami Bank PLC."

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Terms and Conditions (Cont'd):

- i) Proposal / Offer is to be submitted in sealed envelope to authorized officer of CSD (Mr. Md. Shahidul Islam-01313480000 or Mr. Md. Belayet Hossain-01755556050), Corporate Head Office on or before 10.08.2026 within 2:00 pm and **“Item Name must be stated at the top of the Quotation & 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 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.


Abul Bashar Md. Zafry
EVP & Head of CSD

