



Common Services Division
Corporate Head Office

Reference: SJIBPLC/CHO/CSD/2026/ 701

July 20, 2026

Subject: Request for submission of quotation for printing & supplying 'Office File Cover' for Shahjalal Islami Bank PLC.

Muhtaram,

Assalamu A'laikum Warahamtullah.

We are pleased to invite sealed quotation for the following items under the terms and conditions mentioned hereunder:

Sl. No.	Description	Qty.
1	Office File Cover	40,000 Pcs
	Size : 14.0"(H) x 20.6"(W) {(9.25+0.35+0.35+0.7+0.7+9.25)} after making	
	Paper : 300 GSM Swedish Board	
	Printing : Front side bi-color printing (One color solid)	
	Marking System : File making by creasing, folding, fixing two quality eyelets with best quality white lace (lace Size: minimum 20") & Die-cutting.	
	Binding & Packing : 50 files in a packet by quality craft/offset paper with label and 5 packets (250 files) binded with rope strongly	
	Other Specification : As per bank's Sample	

Terms and Conditions:

- Quoted Price must **exclude VAT (VAT would be borne by the Bank)** & 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.

Corporate Head Office: Shahjalal Islami Bank Tower, Plot-4, Block-CWN (C), Gulshan Avenue Dhaka-1212, Bangladesh, Phone: +88 02 222283457 (Hunting), Email: sblcsd@sjiblb.com, Website: www.sjiblb.com

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Terms and Conditions (Cont'd):

- h) 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."
- i) Proposal / Offer is to be submitted in sealed envelope to authorized officer of CSD (Mr. Muhammad Shahidul Islam-01313480000 or Mr. Md. Belayet Hossain-01755556050), Corporate Head Office on or before 27.07.2026 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

