



Common Services Division

Ref. No.: SJIBPLC/CHO/CSD/2026/ 718

Date: July 27, 2026

Subject: Request for submission of quotation for printing & supplying 'PIN Envelope' for Card Division, Corporate Head Office of the Bank.

Muhtaram,
Assalamu A'laikum Warahmatullah.

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

SN	Description	Qty.
1	PIN Envelope (With Window)	25,000
	Size : 7" (W)x 4" (H) (After making/folding)	pcs
	Paper : 100 gsm offset paper (Papertech)	
	Printing : Front side four color offset printing	
	Making : Envelope Making with di-cutting of window covered by best quality transparent poly	
	Packing : 100 Envelopes loose bundle by paper ribbon/gudder & 2,000 Envelopes packet by strong carton with proper labeling	
	Adhesive : Double adhesive tape on back side (Width wise) of envelope	
	Other Specification : As per bank's approved design & specification	

Terms and conditions:

- Quoted Price must exclude VAT (VAT to 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.
- Work order would be issued in favour of successful bidder for one or more item as per approval of the competent authority of the bank.
- 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 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.
- 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).
- 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."
- Proposal / Offer is to be submitted in sealed envelope, which will be submitted to authorized officer of CSD (Mr. Muhammad Shahidul Islam-01313480000 or Mr. Md. Belayet Hossain-0175556050), Corporate Head Office on or before 30.07.2026 within 2:00 pm and **"Name of item must be stated at the top of the Quotation & Envelope."**
- 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).

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Please contact the office of undersigned for any 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-assalama.

Sincerely yours,


Abul Bashar Md. Zafry
EVP & Head of CSD

