



Ref: SJIBL/HO/CSD/2018/ 1563

Date: October 21, 2018

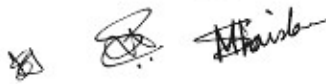
Subject: Request for submission of quotation for delivery of Wall Calendar, Desk Calendar & Notebook-2019 of Shahjalal Islami Bank Limited.

Muhtaram,
Assalamu A'laikum.

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

Terms and conditions:

- Rate should be including TAX & VAT and any kind of charges thereof.
- Rate should be quoted in kilogram (i.e. per Kg) for delivery of the items regardless of location (i.e. any where in Bangladesh) of the branches or offices of the bank.
- The cartons containing calendars/desk calendars/notebooks of the branches outside Dhaka should be packed again with quality sack (bosta) for protecting the items from being damaged and quoted rate should include cost of sack (bosta) & labour cost.
- The items should be collected from the central godown of the bank located at Edris Point (2nd Floor), Kha-194, Progati Saroni, Middle Badda, Dhaka-1212 or Common Services Division (2nd floor), Corporate Head Office, SJIBL at Shahjalal Islami Bank Tower, Plot-4, block-CWN(C), Gulshan Avenue, Gulshan, Dhaka-1212.
- After receipt of the calendars/desk calendars/notebooks from CSD, Corporate Head Office, delivery is to be done within 04 (four) days at all the branches of the bank. If delivery is not completed in time, penalty will be imposed and deducted at the rate of BDT 1,000.00 per challan from total bill amount. Bank must be informed in written for any foreseeable delay due to uncontrolled situations prior to exceed of the delivery lead time which may be considered by the bank if situation justify such delay and the decision of CSD will be final in this regard.
- In case of loss of Calendar/Desk Calendar/Notebook or short delivery, cost equivalent to the lost calendars/diaries will be deducted from final bill of selected vendor.
- Bills for delivery of the items should be paid after successful completion of whole through payment order or directly to the account maintained with Shahjalal Islami Bank Limited within 15 days from submission of bill. No advance payment will be allowed.
- Complete proposal/offer must be signed with date by the authorized representative of the company addressing "The Member Secretary, Procurement Committee, Shahjalal Islami Bank Limited, Corporate Head Office, Gulshan, Dhaka.
- Proposal/Offer is to be submitted in sealed envelope to authorized officer of CSD, Corporate Head Office on or before 28th October, 2018 and be clearly marked "Quotation for delivery of Calendar & Notebook of Shahjalal Islami Bank Limited" at the top of the 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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Corporate Head Office: Shahjalal Islami Bank Tower, Plot-4, Block-CWN(C), Gulshan Avenue
Gulshan Dhaka-1212, Bangladesh, Phone: +880 2 9845457 (Hunting)
Email: sblesd@sjibld.com, Website: www.sjibld.com



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Additional information for submission of quotation	
Total No. of Branches of the Bank	: Existing: 114 Branches Proposed to be opened in 2018: 9 branches Total: 123 Branches
Location of branches	: Available in Bank's website (www.sjibld.com)

Please contact the office of undersigned for any type of clarifications in this regard.

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

Sincerely yours,


Md. Mahbubur Rasheed
EVP & Member Secretary
Procurement Committee
Shahjalal Islami Bank Limited
Head Office, Dhaka