

Common Services Division

Ref. No.: SJIBL/HO/CSD/2019/ 104

Date: February 3, 2019

Subject: Request for submission of quotation for printing & supplying 'SWIFT Paper' for our Bank.

Muhtaram,
Assalamu A'laikum Warahmatullah.

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

SL NO	Description	Qty.
01	SWIFT Paper	120 Boxes
	Size : 9.50"X11"	
	Paper : Self Carbonized (2 ply) (Foreign) paper	
	Printing : Front side of each ply watermark and single color print of Bank's Monogram with the name SWIFT	
	Other Requirements : 100% Dust free, Star Punching and Micro Perforation.	
	Boxes : Total 2000 Sheets (1000 Ply) in a Box.	
	Origin : Country of Origin and Name of company should be Marked on Paper Sample	
	Other Specification : As per bank approved design & specification	

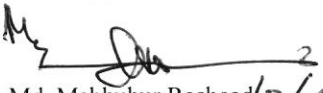
Terms and Conditions:

- Quoted Price must include VAT and TAX and any kind of charges thereof.
- Quoted Price must include delivery Charges.
- 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.
- 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).
- 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 bank and the vendor.
- Sample of paper must be submitted along with the quotation and paper brand and country of origin must be mentioned both in the offer and in submitted paper sample.
- Complete proposal/offer must be signed with date by the authorized representative of the company.
- Proposal / Offer is to be submitted in sealed envelope, which will be submitted to authorized officer of CSD, Corporate Head Office of the undernoted address on or before 10.02.2019 within 2:00pm and be clearly marked "Quotation for (Name of Item)" 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).

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.

Sincerely yours,


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

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