

Reference: SJIBL/CHO/CSD/2021/62

January 20, 2021

Subject: Request for submission of quotation for printing & supplying different printing stationery items (Group-B) for Shahjalal Islami Bank Limited.

Muhtaram,

Assalamu A'laikum Warahamtullah.

We are pleased to invite sealed quotation from our enlisted vendors for the following items under the terms as and conditions mentioned hereunder:

Group-B:

Sl. No.	Description	Qty.
1	Signature Card	
	Size : 7.0"(W) x 5.5"(H/L)	50,000 Pcs
	Paper : 300 GSM Art Card	
	Printing : Front side Bi-color offset print (As per bank sample)	
	Binding & Packing : 100 Cards loose binded by rubber band and 5 (Five) bundle Cards packed by quality craft/offset paper.	
Other Specification : As per bank's approved design specification		
2	Voucher Cover	
	Size : 11"(W) x 5.75"(H/L) (After folding)	50,000 Pcs
	Paper : 90 GSM - KPM best quality Craft Paper Or KPM Rolakata paper	
	Printing : Front side single color offset print	
	Packaging : 100 pcs voucher cover in a loose bundle by rubber or paper ribbon & 5 bundles packet by best quality craft/offset paper.	
Other Specification : As per bank approved design & specification		
3	Bai-Murabaha Agreement	
	Size : 17" x 13.5"(before folding) & 8.5" (W) x 13.5"(H/L) (after folding)	10,000 Pcs
	Paper : 68 GSM Best Quality Bashundhara ledger paper	
	Printing : Both side single color offset print	
	Binding : Each form folded in the middle & 100 forms loose bundle by label	
	Packing : 05 bundle forms (500 forms) packed with craft/offset paper with label	
Other Specification : As per bank approved design & specification		
4	Bai-Muajjal Agreement (Goods)	
	Size : 17" x 13.5"(before folding) & 8.5" (W) x 13.5"(H/L) (after folding)	15,000 Pcs
	Paper : 68 GSM Best Quality Bashundhara ledger paper	
	Printing : Both side single color offset print	
	Binding : Each form folded in the middle & 100 forms loose bundle by label	
	Packing : 05 bundle forms (500 forms) packed with craft/offset paper with label	
Other Specification : As per bank approved design & specification		

Corporate Head Office: Shahjalal Islami Bank Tower, Plot-4, Block-CWN (C), Gulshan Avenue Dhaka-1212, Bangladesh, Phone: +88 02 222283457 (Hunting), +88 02 222264736, Email: sjibldho@sjibld.com, Website: www.sjibld.com



Handwritten signature



Common Services Division
Corporate Head Office

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Sl. No.	Description	Qty.
Letter of Hypothecation		
5	Size : 17" x 13.5"(before folding) & 8.5" (W) x 13.5"(H/L) (after folding)	10,000 Pcs
	Paper : 68 gsm kpm ledger paper	
	Printing : Both side single color offset print (As per bank sample).	
	Binding : Each form folded in the middle & 100 forms loose bundle by label and 05 bundle forms packed by 72 gsm craft/offset paper with label.	
	Other Specification : As per bank approved design & specification	
Investment Application Form (Corporate)		
6	Size : 17" x 13.5"(before folding) & 8.5" (W) x 13.75"(H/L) (after folding)	10,000 Pcs
	Paper : 100 GSM Best Quality offset paper(Papertech/Papertex)	
	Sets : 3 Sheets (6 Pages) in each form Each form folded in the middle & 1 sheet attached with glue	
	Printing : Front side 03 (three) color offset print & others pages bi-color offset print	
	Binding : 100 forms in loose bundle by band & 5 bundle packet by 72 gsm craft paper	
	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 Limited, Foster Real Estate (1st Floor), House # 43, Road # 11, Block # F, Banani, 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.

Corporate Head Office: Shahjalal Islami Bank Tower, Plot-4, Block-CWN (C), Gulshan Avenue Dhaka-1212, Bangladesh, Phone: +88 02 22283457 (Hunting), +88 02 22264736, Email: sjibho@sjiblbd.com, Website: www.sjiblbd.com




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- i) Proposal / Offer is to be submitted in sealed envelope, which will be submitted to authorized officer of CSD (Mr. Md. Shahidul Islam or Mr. Kazi Shakhawat Hossain-01755556050), Corporate Head Office on or before 24.01.2021 within 12:00 pm and **“Group 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,


Md. Noor-A-Alam Hossain
Vice President, CSD
20.07.2021
