



Common Services Division
Corporate Head Office

Reference: SJIBL/CHO/CSD/2021/63

January 20, 2021

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

Muhtaram,
Assalamu A'laikum Warahamtullah.

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

Group-C:

Sl. No.	Description	Qty.
1	Denomination Slip	
	Size	: 5.50"(W) x 2.50"(H)
	Paper	: 55gsm Best Quality offset paper (Papertech/Partex)
	Sheet	: 100 Sheets in a pad
	Printing	: Front side single color offset print
	Binding	: Pad binding by gray solid board (bottom) & quality craft/offset paper (top)
	Packing	: 10 pads in a bundle by paper ribbon/rubber band and 10 bundles packed by craft paper/carton
	Other Specification	: As per bank approved design & specification
2	Cheque Book Requisition Slip	
	Size	: 7.50"(W) x 4.50"(H)
	Paper	: 55gsm Best Quality offset paper (Papertech/Partex)
	Pads	: 100 Sheets in a pad
	Printing	: Front side Bi-color offset print
	Binding	: Pad binding by gray solid board (bottom) & quality craft/offset paper (top)
	Packing	: 50 pads in a bundle packed with craft/offset paper
	Other Specification	: As per bank approved design & specification
3	Cash Debit Voucher	
	Size	: 7.50"(W) x 4.50"(H)
	Paper	: 55gsm Best Quality offset paper (Papertech/Partex)
	Page per pad	: 100 Sheets in a pad
	Printing	: Front side Bi-color offset print
	Binding	: Pad binding by gray solid board (bottom) & craft/offset paper (top)
	Packing	: 25 pads in a bundle covered & packed by quality craft/offset paper
	Other Specification	: As per bank's approved design & specification
4	Business Goods Purchase & Salse	
	Size	: 14.50"(W) x 9.75"(H)
	Paper	: 70 gsm Best Quality offset paper (Papertech/Partex)
	Sheet	: 100 Sheets in a pad
	Printing	: Both side single color offset print
	Binding	: 4 lbs/ounce gray solid board & craft/offset paper
	Other Specification	: As per bank's 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: sjiblho@sjiblb.com, Website: www.sjiblb.com



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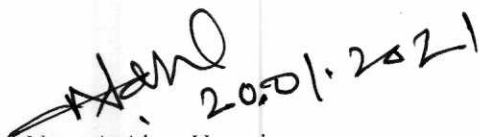
Terms and Conditions:

- a) Quoted Price must **exclude VAT (VAT would be borne by the Bank)** and include TAX and any kind of charges thereof.
- b) Quoted Price must include delivery Charges.
- c) Delivery lead-time must be mentioned in the offer.
- d) 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.
- e) 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.
- f) 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).
- g) 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.
- h) Complete proposal/offer must be signed with date by the authorized representative of the company.
- 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-0175556050), 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

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