

Ref. No.: SJIBL/CHO/CSD/2019/426

Date: March 7, 2019

Request for Quotation (RFQ)

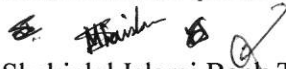
Sealed quotations are hereby invited from different printing farms for printing and supplying Annual Report-2018 of Shahjalal Islami Bank Limited. Quotations should be based on the following specification:

Specification of Annual Report 2018	
Quantity	: 3,000 Books
Size	: 8.5"X11"
Cover	: 300 gsm Art Card
Inner Paper	: Approximate 336±16 Pages (42±2 forma), 100gsm Matt Paper of Indonesian origin
Printing	: All pages both side 4 colour offset print
Lamination	: Matt & spot lamination for cover page
Binding	: Stitch & perfect binding (auto glue by machine)
Design	: CD of design would be given by bank
Specification of Envelope	
Quantity	: 3,000 Envelopes
Size	: 10" X 12" (After folding)
Paper	: 80gsm best quality offset paper (Papertech/Partex)
Printing	: 4 colour offset print
Delivery time	: Within 10 (ten) days from the date of final approval of dummy & text.

Other terms and conditions:

1. Rate should be quoted including cost of both Annual Report and Envelopes.
2. Rate should be quoted including Govt. VAT & Taxes which should be deducted from the final bill.
3. No charges will be borne by the bank for the dummy to be submitted for selection & it will be borne by the vendor.
4. Offered rate must be valid for at least four months. Price should not be increased with the increase of currency rate or increase in Government VAT, Tax or any other incidental charges within the validity period.
5. Delivery of the items is to be done at Board Secretariat, Corporate Head Office, Shahjalal Islami Bank Tower (10<sup>th</sup> floor), Plot-4, Block-CWN(C), Gulshan Avenue, Dhaka-1212.
6. 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, Plot-4, Block-CWN(C), Gulshan Avenue, Dhaka-1212, Bangladesh'.
7. The quotation must be submitted along with BDT50,000/- (Taka Fifty Thousand) as Earnest Money through payment order from any scheduled bank in the name of Shahjalal Islami Bank Limited; otherwise quotation will be rejected outright.

Page 1 of 2

Corporate Head Office:  Shahjalal Islami Bank Tower, Plot-4, Block-CWN (C), Gulshan Avenue Dhaka-1212, Bangladesh, Phone: +880 2 9845457 (Hunting)  
Email: [sblho@sjibld.com](mailto:sblho@sjibld.com), Website: [www.sjibld.com](http://www.sjibld.com)


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Other terms and conditions (Contd.):

8. Earnest money submitted with bid document by the successful bidder(s), should be kept at bank's custody as security deposit till completion of the whole work.
9. No advance payment will be made to the party against work order.
10. 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).
11. Quotations will be received up to 2:00 pm within 14<sup>th</sup> March, 2019 (Thursday) by the authorized officers (Muhammad Shahidul Islam, Phone: 01717170390 or Md. Shahed, Phone: 01911812261) at CSD, Corporate Head Office, Shahjalal Islami Bank Limited, Shahjalal Islami Bank Tower, Plot-4, Block-CWN(C), Gulshan Avenue, Dhaka-1212.
12. Documents to be submitted along with the quotation:
  - i) Up-dated Trade Licence
  - ii) VAT Registration Certificate
  - iii) e-TIN
  - iv) Experience Certificate of printing Annual Report of Bank/Financial Institutions.

Ma-assalamah.

For Shahjalal Islami Bank Limited

  
Md. Mahbubur Rasheed  
EVP & Head of CSD.  
3/3/2019  
