

Reference: SJIBL/HO/CSD/2018/1124

Date: July 26, 2018

Subject: Request for submission of quotation for printing & supplying 'Hajj, Umrah & Ziyarat Guide' for the bank.

Muhtaram,
Assalamu A'laikum Warahamtullah.

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

Quantity	:	5,000 Books
Size	:	8.0"X5.2"
<u>Cover</u>		
Paper	:	300 gsm Art Card
Printing	:	Both side 4 colour offset print
<u>Inner</u>		
Paper	:	Total: 136 pages (68 sheets) 132 Pages (66 sheets): 70gsm offset paper (Partex) 4 pages (2 sheets): 120gsm art paper
Printing	:	132 pages (Offset paper): both side single colour offset print 4 pages (Art paper): Both side 4 colour offset print
Lamination	:	Front side glue lamination for cover page
Creasing	:	Creasing on cover page
Binding	:	Stitch & glue binding
Design	:	CD of design would be given by bank
Delivery time	:	Within 7 (Seven) days from the date of final approval of dummy & text.

Other terms and conditions:

1. Quoted price should be quoted including Govt. VAT & Taxes.
2. Quoted price should include delivery charges.
3. No charges will be borne by the bank for the dummy to be submitted as proof & it will be borne by the vendor.
4. 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'.
5. Work Order would be issued in favour of successful bidder.
6. Delivery of the items is to be done at Shariah Inspection and compliance Division, Corporate Head Office, Shahjalal Islami Bank Tower (5th floor), Plot-4, Block-CWN(C), Gulshan Avenue, Dhaka-1212.
7. 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 time frame as mutually agreed upon by the bank and the vendor.

Corporate Head Office:

Shahjalal Islami Bank Tower, Plot-4, Block-CWN (C), Gulshan Avenue
Dhaka-1212, Bangladesh, Phone: +88 02 9845457 (Hunting), 9844736
Email: sblho@sjibld.com, Website: www.sjibld.com



Other terms and conditions (Contd.):

8. No advance payment will be made to the party against the work order.
9. In case of delay regarding delivery of the product within the stipulated time, vendor will have to pay 1% of the total work order value on daily basis. Bank must be informed for any foreseeable delay arising from uncontrolled situation prior to exceeding the delivery lead time which may be considered by the bank if situation justify such delay and the decision of Procurement Committee of the bank will be final in such case(s).
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. Proposal / Offer is to be submitted in sealed envelope to authorized officer of CSD (Mr. Md. Shahidul Islam-01717170390 or Mr. Md. Shahed-01911812261), Corporate Head Office of the undernoted address on or before 31.07.2018 within 2:00pm and be clearly marked "Quotation for (Name of Item) at the top of the envelope."

Ma-assalamah.

For Shahjalal Islami Bank Limited

Md. Farid Uddin
FAVP & Head of SI & CD

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Md. Mahbubur Rasheed
EVP & Head of CSD.