



Reference: SJIBL/HO/CSD/2020/ 279

Date: February 17, 2020

Subject: Request for submission of quotation for Printing & Supplying 'Credit Card Application Form' 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 per attached format and conditions mentioned hereunder:

SL No	Description	Quantity
1	Credit Card Application Form	10,000 Books
	Size : 11.10"x8.50" (After Binding)	
	Paper : Cover: 120 GSM Art Paper Inner: 80 GSM Best Quality offset paper (Partex/Papertech)	
	Pages : Inner: 09 (nine) sheets i.e. 18 pages in a book	
	Printing : Cover: Front side four colour & Back side single colour print Inner: Both side bi-color offset print with one ground colour	
	Binding & Packing : Each book folded in the middle (Inner 08 sheets folding & 01 sheet attached by glue pasting) & making of books by 02 (two) nos quality stapler pin, 100 books packed by quality craft paper with label on each packet.	
	Perforation : Micro perforation in 6 (six) inner sheets	
	Other Specification : As per bank's approved design & specification (Design should be provided by the Bank)	

Terms and Conditions:

- Price should be quoted excluding VAT and including 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 Card Division, Corporate Head Office, Shahjalal Islami Bank Tower (4th floor), Plot-4, Block-CWN(C), Gulshan Avenue, Dhaka-1212.
- 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 upon between the bank and the vendor.
- 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 should 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.
- Proposal / Offer is to be submitted in sealed envelope, which will be submitted to authorized officer of CSD (Mr. Md. Shahidul Islam or Mr. Md. Shahed; Phone- 01755556050), Corporate Head Office of the undernoted address on or before 23.02.2020 within 2:00pm and be clearly marked "Quotation for (Name of Item) at the top of the envelope."

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

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Terms and Conditions (Contd.):


- j) Payment will be made through Payment Order or directly to vendor's account maintained with Shahjalal Islami Bank Limited within ten days from submission of bill subject to successful completion of the whole work. Advance payment is not allowed.
- k) In case of late delivery, penalty will be imposed at the rate of 2% on daily basis upto 10% of total bill amount in addition to forfeiture of the security money. Bank must be informed for any foreseeable delay due to uncontrolled situations prior to exceed the delivery lead time which may be considered by the Bank if situation justify such delay and the decision of CSD will be final in this regard.
- l) 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,


17/2/2020
Md. Mahbubur Rasheed
EVP & Member Secretary
Procurement Committee, SJIBL
