



Ref. No.: SJIBL/CHO/CSD/2021/ 197

Date: February 11, 2021

Subject: Request for submission of quotation for printing & supplying 'PIN Envelope (With Window & Seal Adhesive)' for the Bank.

Muhtaram,
Assalamu A'laikum Warahmatullah.

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

Sl No	Description	Qty.
1	PIN Envelope (With Window)	30,000
	Size : 7" (W)x4" (H) (After making/folding) with Flap (Top-1.2" & each side-0.4")	Pcs
	Paper : 100 gsm offset paper (Papertech/Partex)	
	Printing : Front side four color offset printing	
	Making : Envelope Making with di-cutting of window covered by best quality transparent poly	
	Packing : 100 Envelopes loose bundle by paper ribbon/gudder & 2,000 Envelopes packet by strong carton with proper labeling	
	Seal Adhesive : Double adhesive tape (Width wise-5.0"x0.4") on flap of envelope	
	Other Specification : As per bank's approved design & specification	

Terms and conditions:

- Quoted Price should be quoted **excluding VAT** (VAT to be borne by the Bank) and including Tax & any kind of charges thereof.
- Quoted Price must include delivery charges.
- Delivery lead-time must be mentioned in the offer.
- Work order would be issued in favour of successful bidder for one or more item as per approval of the competent authority of the bank.
- Delivery is to be done at Central Godown of Shahjalal Islami Bank Limited at Foster Real Estate (1st floor), House#43, Road#11, Block#F, Banani, Dhaka.
- In the event of supply of 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 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).
- Complete proposal/offer must be signed with date by the authorized representative of the company.



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Terms and conditions (Contd.):

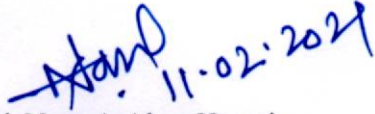
- i) Proposal / Offer is to be submitted in sealed envelope to the authorized officer (Md. Shahidul Islam, EO or Md. Shahed, JEO, Mobile: 01755-556050) of CSD, corporate head office at the undernoted address on or before 18.02.2021 within 3:00pm and be clearly marked "Quotation for printing and supplying PIN Envelope (With Window & Seal Adhesive) for Card Division, Corporate Head Office of Shahjalal Islami Bank Limited" on the top of the 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 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,

 11-02-2021

Md. Noor-A-Alam Hossain
Vice President
Common Services Division

