



Reference: SJIBL/CHO/CSD/2021/ 307

May 12, 2021

Subject: Request for submission of quotation for printing & supplying "White Envelope 10x12" 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 and conditions mentioned hereunder:

Sl. No.	Description	Qty.
1	<b>White Envelope 10x12</b>	
	Size	: 12.50"(H) X 10"(W) (After binding)
	Paper	: 100 GSM Offset Paper
	Printing	: Front side four color offset print
	Making	: Envelope Making with di-cutting
	Packing	: 500 Envelopes bundle by plastic/jute rope
	Other Specification	: As per bank's approved design & specification
		50,000 Pcs

Terms and Conditions:

- Quoted Price must excludes VAT (VAT would be borne by the Bank) and includes 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 the Central Godown of Shahjalal Islami Bank Limited, Foster Real Estate (1<sup>st</sup> Floor), House # 43, Road # 11, Block # F, Banani, Dhaka.
- 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.
- 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 must 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-01717170390 or Mr. Kazi Shakhawat Hossain-01675550267), Corporate Head Office on or before 25.05.2021 within 2:00 pm and **"Item Name must be stated at the top of the Quotation & Envelope."**
- 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).

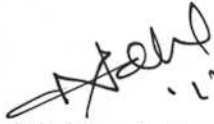


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Please contact the office of undersigned for any type of clarifications in regard to product. Manipulation or any kind of unusual approach or failure to submit the proposal /offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.

Ma-assalamah.

Sincerely yours.

  
12-05-2021

Md. Noor-A-Alam Hossain  
Vice President, CSD



  
12-05-2021

Md. Mahmudul Haque  
SEVP & Head of CSD