

Ref. No.: SJIBL/CHO/CSD/2021/ 429

Date: June 21, 2021

Subject: Request for submission of Quotation (RFQ) for printing and supply of 'Agent Banking Transaction Register' for Shahjalal Islami Bank Limited.

Muhtaram,  
Assalamu A'laikum.

We are pleased to invite sealed quotations for printing and supply of following item for the Bank as per following specification, terms & Conditions:

SL No	Description of Item	Quantity
1	Name of Item : Agent Banking Transaction Register	200 Books
	Size : 11"(H)x 8.5" (W) After Binding	
	Paper (Cover) : Cover: 300 gsm Art Card Inner: 100gsm Offset Paper	
	Page per book : 100 pages (50 sheets)	
	Printing : Cover: Front side four colour and Inner side bi-colour printing Inner: Both side 4 colour offset printing	
	Binding : Stitch & perfect binding (auto glue by machine)	
	Packing : 20 Books Packed by quality craft/offset paper with label	
	Design : Artwork would be provided by Bank	
	Other Specification : as per bank's approved design & specification	

Other terms and conditions:

1. Rate should be quoted excluding Govt. VAT (VAT would be borne by the Bank) & including Tax & other related charges.
2. Quoted Price must include delivery Charges.
3. Offered rate must be valid for at least one year because bank may go for reprinting of the said item(s) or other items of similar specification as and when required basis through issuing successive work orders to successful bidder(s). 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.
4. Delivery lead time must be mentioned in the offer.
5. Delivery of the items is to be done at Common Services Division, Corporate Head Office, Shahjalal Islami Bank Tower (2<sup>nd</sup> floor), Plot-4, Block-CWN(C), Gulshan Avenue, Dhaka-1212, Bangladesh.
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'.

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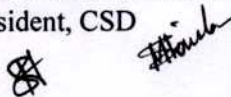
Other terms and conditions (Contd.):

7. Payment will be made through Payment Order or directly to vendor's account maintained with Shahjalal Islami Bank Limited within fifteen days from submission of bill subject to successful completion of the whole work. Advance payment is not allowed.
8. In case of late delivery, penalty will be imposed at the rate of 2% on daily basis upto 10% of total work order amount and would be deducted from final bill. 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.
9. In the event of supply of the said item which does not match with the required specification, quantity, quality or is of substandard quality, the bank reserves the right for outright rejection of the product and vendor will have to take back the supplied product at their own cost and will replace with acceptable quality within the time frame as mutually agreed upon by the vendor and the bank.
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 28<sup>th</sup> June, 2021 (Monday) by the authorized officers (Mr. Muhammad Shahidul Islam, or Mr. Kazi Shakhawat Hossain, Phone: 01755556050) at CSD, Corporate Head Office, Shahjalal Islami Bank Limited, Shahjalal Islami Bank Tower, Plot-4, Block-CWN(C), Gulshan Avenue, Dhaka-1212, Bangladesh.

Ma-assalam.

Handwritten signature and date: 22.06.2021

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

Handwritten initials: AH

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Corporate Head Office: Shahjalal Islami Bank Tower, Plot-4, Block-CWN(C), Gulshan Avenue, Gulshan Dhaka-1212, Bangladesh, Phone: +880 2 222283457 (Hunting)  
Email: [sblcsd@sjibld.com](mailto:sblcsd@sjibld.com), Website: [www.sjibld.com](http://www.sjibld.com)