

Ref. No.: SJIBL/CHO/CSD/2021/ 0338

Date: May 31, 2021

Subject: Request for submission of Quotation (RFQ) for printing and supply of '20th Anniversary Notebook' for the Bank.

Muhtaram,
Assalamu A'laikum.





We are pleased to invite sealed quotations for printing and supply of '20th Anniversary Notebook' as per following specification, terms & Conditions:

Description of Item	
Name	: 20 th Anniversary Notebook
Quantity	: 10,000 pcs Notebooks with 10,000 pcs Box
Size	: 8.5" x 5.6" (after making)
Paper (Cover)	: 300 GSM Art Card
Paper (Inner)	: 80 gsm local colour (cream) paper
Page per book	: 98 sheets (196 pages)
Printing	: Cover: Front side 4 (four) colour print Inner: Both side bi-colour printing
Lamination	: i) Matt lamination on both side of cover page ii) Spot lamination on front side of cover page
Perforation	: Vertical Die Perforation on inner last 8 sheets
Die Cutting	: Die/corner cutting of notebook inner & cover pages
Lace/ribbon	: Blue colour lace for page marking
Binding	: Juice binding with stitch and perfect glue
Box of Note Book	: 300 gsm Duplex Board with front side 4 (four) colour) print with die cutting
Packing	: 50 pcs in a strong carton. <u>Notebooks must be inserted into the box individually before packing.</u>
Delivery time	: Within 7 (Seven) days from approval of machine proof
Design	: Artwork design would be provided by the Bank
Other Specification	: as per bank's approved design & specification

Terms and Conditions:

- Quoted Price must be excluding VAT (VAT would be borne by the Bank) & including Tax and any kind of charges thereof.
- Rate and amount should be mentioned separately and total amount should be mentioned in figure.
- Quoted Price must include delivery Charges.
- Delivery lead-time must be mentioned in the offer.
- Delivery is to be done at Common Services Division (2nd floor), Shahjalal Islami Bank Limited, Corporate Head Office, Shahjalal Islami Bank Tower, Plot-4, Block-CWN(C), Gulshan Avenue, Dhaka-1212.

Page 1 of 2

Corporate Head Office:    
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