



Ref. No.: SJIBL/CHO/CSD/2021/227

Date: March 15, 2021

Subject: Request for submission of Quotation (RFQ) for printing and supply of 'Shahjalal Islami Bank Shariah Guideline'.

Muhtaram,  
Assalamu A'laikum.

We are pleased to invite sealed quotations for printing and supply of 'Shahjalal Islami Bank Shariah Guideline' as per following specification, terms & Conditions:

SL No	Description of Item		Quantity
1	Name	: Shahjalal Islami Bank Shariah Guideline	5,000 Books
	Size	: 8.7"X11.7" (After binding)	
	Cover	: 300 gsm Art Card	
	Inner Paper	: 120gsm Matt Paper	
	Page per book	: 240 Pages (30 forma)	
	Printing	: Front and Back 4 color and others pages bi-color offset print	
	Lamination	: Matt lamination for cover page	
	Binding	: Stitch & perfect binding (auto glue by machine)	
	Delivery time	: Within 30 days including holidays from approval of machine/final proof	
	Design	: Artwork to be provided by 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.
- Page quantity may change after final design output and cost would increase or decrease proportionately with the increase or decrease of page in final design output.
- 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.

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Other terms and conditions (Contd.):

- g) 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 bank and the supplier.
- h) Paper brand and country of origin must be mentioned in the offer and in submitted paper sample.
- i) 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'..
- j) Proposal / Offer is to be submitted in **sealed envelope on or before 18.03.2021 (Thursday) within 2:00 pm.**
- k) 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).

Ma-assalam.

*Amr*  
*15.03.2021*  
**Md. Noor-A-Alam Hossain**  
Vice President, CSD

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