

Common Services Division

Ref. No.: SJIBL/HO/CSD/2021/260

Date: March 24, 2021

Subject: Request for submission of Quotation (RFQ) for Printing & Supply of 'Card Mailer Form' for the Bank.

Muhtaram,  
Assalamu A'laikum.


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

Sl. No.	Description	Qty.
1	Card Mailer Form	50,000
	Size : 11.5"x8.3"	Pcs
	Paper : 120 gsm Offset Paper (Papertech/Partex)	
	Printing & Making : Front side four color offset print with <u>die cutting &amp; perforation</u>	
	Binding & Packing : 100 pcs loose bundle by gudder/paper ribbon and 500 pcs packed by craft/offset paper with labeling and 5 packets (2,500 pcs) binded with strong rope.	
	Other Specification : As per bank approved design & specification	

**Terms and Conditions:**

- Quoted Price must exclude VAT (VAT would be borne by the Bank) and include TAX and 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(s) as per approval of the competent authority of the bank.
- Delivery is to be done at the 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 15 days from the date of rejection.
- 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).

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Corporate Head Office: Shahjalal Islami Bank Tower, Plot-4, Block-CWN (C), Gulshan Avenue  
Dhaka-1212, Bangladesh, Phone: +88 02 222283457 (Hunting)  
Email: [sblcsd@sjiblb.com](mailto:sblcsd@sjiblb.com), Website: [www.sjiblb.com](http://www.sjiblb.com)

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**Terms and Conditions (Contd.):**

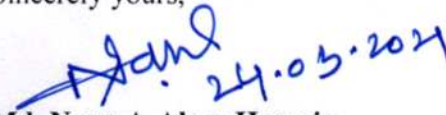
- h) Sample of paper must be submitted along with the quotation and paper brand and country of origin must be mentioned both in the offer and in submitted paper sample.
- i) Complete proposal/offer must be signed with date by the authorized representative of the company addressing 'The Member Secretary, Procurement Committee, Shahjalal Islami Bank Limited, Corporate Head Office, Shahjalal Islami Bank Tower (2<sup>nd</sup> floor), Plot-4, Block-CWN(C), Gulshan Avenue, Gulshan, Dhaka-1212, Bangladesh'.
- j) Proposal / Offer is to be submitted in sealed envelope, which will be submitted to authorized officer (Md. Shahidul Islam, EO, Md. Shahed, JEO, Mobile: 01755-556050) of CSD, corporate head office at the undernoted address on or before 28.03.2021 (Sunday) within 12:00pm and be clearly marked "Quotation for Printing and supply of Card Mailer Form" at the top of the envelope.
- 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).

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,

  
**Md. Noor-A-Alam Hossain**  
Vice President  
Common Services Division  
Shahjalal Islami Bank Limited





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