

Reference: SJIBL/HO/CSD/2021/3800

October 27, 2021

Subject: Request for submission of quotation for printing & supplying different printing stationery items (Group-C) 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 as and conditions mentioned hereunder:

Sl. No.	Description	Qty.
1	DD/TT/PO Application form	1,000 Pads
	Size : 7.50"(H) x 8.75"(W)	
	Paper : 55gsm Best Quality offset paper (Papertech/Partex)	
	Page per pad : 100 Sheets in a pad	
	Printing : Both side single color offset print	
	Binding : Pad binding by 4 lbs/ounce gray solid board (bottom) & craft paper (top)	
	Packing : 25 pads in a bundle covered & packed by quality craft paper with label	
Other Specification : As per bank's approved design & specification		
2	TM Form	500 Pads
	Size : 14.5"(H) x 9.0"(W)	
	Paper : 80 gsm offset paper (Papertech/Partex)	
	Sheets per Pad : 100 Sheets in a pad	
	Printing : Both side single color offset print	
	Binding : Pads binding by 4 lbs gray solid board & craft paper	
	Packing : 25 pads in a bundle covered & packed by quality paper with labeling	
Other Specification : As per bank's approved design & specification		
3	Letter Head Pad	1,000 Pcs
	Size : Size:11.8(H) x 8.30(W)	
	Paper : 120 gsm offset paper	
	Printing : One side single color offset print	
	Page per Bundle : 100 Pcs in a Bundle	
	Binding & Packing : A bundle packed by paper ribbon/gudder and 05 bundle packed by quality craft paper with label	
	Other Specification : As per bank's approved design & specification	
Remarks : Letter Head Pads should be printed branch wise & quantity will be different in each order and minimum printing quantity will be 1,000 pcs for 1(One) branch		

Terms and Conditions:

- Quoted Price must include VAT and TAX and any kind of charges thereof.
- Quoted Price must include delivery Charges.

Corporate Head Office: Shahjalal Islami Bank Tower, Plot-4, Block-CWN (C), Gulshan Avenue, Dhaka-1212, Bangladesh, Phone: +88 02 222283457 (Hunting), Email: sblho@sjibld.com, Website: www.sjibld.com





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- c) Delivery lead-time must be mentioned in the offer.
- d) Delivery is to be done at the Central Godown of Shahjalal Islami Bank Limited, Foster Real Estate (1st Floor), House # 43, Road # 11, Block # F, Banani, Dhaka.
- e) 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 15 days from the date of rejection.
- f) 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).
- g) 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.
- h) Complete proposal/offer must be signed with date by the authorized representative of the company.
- i) Proposal / Offer is to be submitted in sealed envelope, which will be submitted to authorized officer of CSD (Mr. Md. Shahidul Islam-01313480000 or Mr. Kazi Shakhawat Hossain-01675550267, Corporate Head Office on or before 01.11.2021 within 12:00 pm and **"Item Name must be stated at the top of the Quotation & Envelope."**
- j) 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, CSD



Md. Mahmudul Haque
SEVP & Head of CSD
27.10.2021