



Common Services Division

Ref. No. SJIBL/HO/CSD/2017/630

Date: 30 May, 2017

Subject: **Request for Quotation for Printing & Supplying 'Office File Cover' for the Bank.**

Muhtaram,  
Assalamu A'laikum.

We are pleased to request you to submit your quotation for the following items under the terms as per attached format and conditions mentioned hereunder:

SL NO	SJIBL -NO	Description	Qty.
01		<b>Office File</b>	25,000 Pcs
		Size : 20.75"x 14"	
		Paper : 300 GSM Swedish Board	
		Printing : Front side bi-color printing (One color solid)	
		Marking system : Creasing, folding, two eyelets with best quality less (Size: 25") & Die-cutting.	
		Binding : 50 files in a packet by quality craft paper and 5 packet binding with rope	
		Other Specification : As per Bank's Sample	

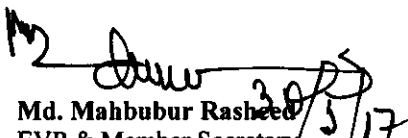
**Terms and Conditions:**

- Quoted Price must include VAT and TAX and any kind of charges thereof.
- Quoted Price must include delivery Charges.
- Delivery lead-time** must be mentioned in the offer.
- Delivery is to be done at the Central Godown of Shahjalal Islami Bank Limited, Edris Point (2nd Floor), Kha-194, Progati Saroni, Middle Badda, Dhaka-1212.
- 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.
- 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).**
- Paper Sample (At least A4 Size) must 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.
- Complete proposal/offer must be signed with date by the authorized representative of the company.
- Proposal / Offer is to be submitted in sealed envelope to the authorized officer of CSD, Head Office of the Bank at Uday Sanz (1<sup>st</sup> Floor), 2/B Gulshan South Avenue, Gulshan-1, Dhaka-1212 on or before 04.06.2017. **"Name of Item" must be mentioned at the top of the envelope.**
- Bank reserves the right to accept or reject the proposal / offer without related clarifications only.

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.

Sincerely yours,

  
Md. Mahbubur Rashid  
EVP & Member Secretary  
Procurement Committee, SJIBL  
Phone: +88 02 9845457

**Head Office :** UDAY SANZ, Plot No-SE (A), 2/B Gulshan South Avenue, Gulshan-1, Dhaka-1212, Bangladesh  
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