



Common Services Division

Ref. No.: SJIBPLC/CHO/CSD/2025/1074  
Date: August 13, 2025

Subject: Request for submission of quotation for printing & supply of 'Different Printing Items' for Card Division of the Bank.

Muhtaram,  
Assalamu A'laikum Warahmatullah.

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

Sl No	Description	Qty.
1	<b>Credit Card Envelope (With Window &amp; Seal Adhesive)</b>	25,000 Pcs
	Size : 4.5" (H)x11.0" (W) (After folding)	
	Paper : 300 gsm Art Card	
	Printing : Front side four color offset printing	
	Lamination : Front side glue (glossy) Lamination	
	Making : Making: Envelope Making with di-cutting of window covered by best quality transparent poly	
	Packing : 100 Envelopes loose bundle by paper ribbon/gudder & 1,000 Envelopes packet in quality cartoon with label.	
	Adhesive : Double adhesive tape (W-9.0"xH-0.5") on back side (flap) of envelope	
	Other Specification : As per bank's approved design & specification	
2	<b>Plastic Pouch of ATM Card</b>	50,000 Pcs
	Size : 3.6"x2.5"	
	Quality of Plastic : As per bank's sample	
	No. of Pocket : Two pockets	
	Emboss and die cutting : as per bank's sample	
	Packing : 100 pcs loose bundle by gudder and 500 pcs packed by quality poly and 5,000 pcs packet with strong carton	
	Other Specification : As per bank's approved design & specification	

Terms and conditions:

- Quoted Price must exclude VAT 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).
- Delivery is to be done at Card Division, Corporate Head Office, Shahjalal Islami Bank Tower (4th floor), Plot-4, Block-CWN(C), Gulshan Avenue, Dhaka-1212.



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Terms and conditions (Contd.):


- f) 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 the time frame mutually agreed between the bank and the vendor.
- g) 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).
- h) Complete proposal/offer must be signed with date by the authorized representative of the company. Addressing "The Member Secretary, Procurement Committee, Shahjalal Islami Bank PLC., Corporate Head Office, Gulshan, Dhaka-1212.
- i) Proposal / Offer is to be submitted in sealed envelope to the authorized officer (Md. Shahidul Islam, JAVP, Mobile: 01313-480000 or Md. Belayet Hossain, AEO, Mobile: 01755-556050) of CSD, corporate head office at the undernoted address on or before 20.08.2025 within 2:00pm 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 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-assalam.

Sincerely yours,

  
Abul Bashar Md. Zafray  
SVP & Head of CSD

