



Common Services Division  
Corporate Head Office

Reference: SJIBPLC/CHO/CSD/2024/1670

December 17, 2024

Subject: Request for submission of quotation for printing and supply of "Customized Deposit Book" for Bandura Branch of Shahjalal Islami Bank PLC.

Muhtaram,  
Assalamu A'laikum.

We are pleased to invite sealed quotation for the following item as per terms and conditions mentioned hereunder:

Sl. No.	Description	Qty.
1	<b>Customized Deposit Book (Book Binding)- Bandura Branch, SJIB PLC</b>	
	Size	: 7.0"(H)X11.5"(W) (After binding)
	Paper	: 42 gsm Bashundhara Color Demy Paper(Green Color)
	Page per book	: Inner: 15 sheets (each page numbering) Cover: 2 sheets(top & bottom)
	Printing	: Front side of all inner sheets single colour offset printing. Both side of cover sheet single colour offset printing.
	Perforation	: Inner all sheets two vertical dye perforation.
	Binding	: Pin binding by two quality stapler pin(24x6)- Height wise
	Packing	: 50 Books in a bundle by strong thread & packed by craft paper with label
	Other Specification	: As per bank approved design & specification
	Delivery Time	: 05 Days from approval of final/machine proof
		<b>300 Books</b>

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.
- Delivery is to be done at the Central Godown of Shahjalal Islami Bank PLC., 1137, Khilbarir Tek, (2<sup>nd</sup> Floor), Nurur Chala, Vatara, Dhaka.
- 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 vendor & the Bank.
- 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."
- 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. Md. Belayet Hossain-01755556050), Corporate Head Office on or before 23.12.2024 within 2:00 pm and "**Item Name must be stated at the top of the Quotation & Envelope.**"



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Terms and Conditions (Cont'd):

- h) 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.

Mahmudul Shamim Taukder  
EVP & Head of CSD