

Common Services Division

Reference: SJIBPLC/CHO/CSD/2026/ **1020**

October 05, 2026

Subject: Request for submission of quotation for printing & supplying different printing stationery items for Shahjalal Islami Bank PLC.

Muhtaram,

Assalamu A'laikum Warahamtullah.

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

Sl. No.	Description			Qty.
1	Personal Guarantee Form			500 Pads
	Size	:	13.25"(H) x 8.25"(W)	
	Paper	:	68 GSM Best Quality Bashundhara ledger paper	
	Pads	:	100 Sheets in a pad	
	Printing	:	Both side single color offset print	
	Binding	:	Pad binding(W) by gray solid board (bottom) & quality offset/craft paper (top)	
	Packing	:	25 Pads packed by quality offset/craft paper with label	
2	Other Specification	:	As per bank approved design & specification	500 Pads
	Letter of Revival			
	Size	:	13.25"(H) x 8.25"(W)	
	Paper	:	68 GSM Best Quality Bashundhara ledger paper	
	Pads	:	100 Sheets in a pad	
	Printing	:	Front side single color offset print	
	Binding	:	Pad binding (width wise) by gray solid board (bottom) & quality paper (top)	
3	Packing	:	20 pads in a bundle by strong packed with quality craft/offset paper with label	250 Pads
	Other Specification	:	As per bank approved design & specification	
	Letter of Disclaimer			
	Size	:	13.25"(H) x 8.25"(W)	
	Paper	:	68 GSM Best Quality Bashundhara ledger paper	
	Pads	:	100 Sheets in a pad	
	Printing	:	Front side single color offset print	
3	Binding	:	Pad binding (width wise) by gray solid board (bottom) & quality paper (top)	250 Pads
	Packing	:	25 pads in a bundle by strong packed with quality craft/offset paper with label	
	Other Specification	:	As per bank approved design & specification	





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Sl. No.	Description	Qty.
4	Letter of Hypothecation	20,000 Pcs
	Size : 16.5" x 13.25"(before folding) & 8.25" (W) x 13.25"(H/L) (after folding)	
	Paper : 68 gsm Basundhara ledger paper	
	Printing : Both side single color offset print (As per bank sample).	
	Binding : Each form folded in the middle & 100 forms loose bundle by paper ribbon/gudder and 05 bundle forms packed by 72 gsm craft/offset paper with label.	
	Other Specification : As per bank approved design & specification	
5	Inward Mail Register	250 Pcs
	Size : 8.25"(W) x 13.25"(H)	
	Paper : 68 gsm Bashundhara best quality paper	
	Folios : 100 folios 200 pages in a book	
	Printing : Both side single color offset print	
	Binding : Register binding with half leather, rexin on top & 2 lbs grey solid board	
	Packing : 10 books in a bundle covered & packed by quality craft/offset paper with label	
6	Outward Mail Register	250 Pcs
	Size : 8.25"(W) x 13.25"(H)	
	Paper : 68 gsm Bashundhara best quality ledger paper	
	Folios : 100 folios 200 pages in a book	
	Printing : Both side single color offset print & each pages numbering	
	Binding : Register binding with half leather, rexin on top & 2 lbs grey solid board	
	Packing : 10 books in a bundle covered & packed by quality craft/offset paper with label	
7	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 by strong rope & packed with quality craft/offset paper with label	
	Other Specification : As per bank's approved design & specification	





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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 PLC., 1137, Khilbarir Tek, 2nd 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 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) 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.
- 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 to authorized officer of CSD (Mr. Muhammad Shahidul Islam-01313480000 or Mr. Md. Belayet Hossain-01755556050), Corporate Head Office on or before 12.10.2026 within 2:00 pm and **"Item Name must be stated at the top of the Quotation & Envelope."**
- 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,


Abul Bashar Md. Zafry
EVP & Head of CSD

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