



Common Services Division

Reference: SJIBPLC/CHO/CSD/2025/446

April 22, 2025

Subject: Request for submission of quotation for printing & supplying 'Offset Envelope (Without Window)' and 'Letter Head Pad' Group- E 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:

Group- E

SL No	Description	Qty
1	Offset Envelope (Without Window)	
	Size : 9.75"(L) x 4.30"(W) (After folding) with flap 1" (Top) x 0.4"(Bottom)	1,00,000 Pcs
	Paper : 80 GSM Offset Paper (Papertech/Partex)	
	Printing : Front side four color offset print	
	Making & Packing : Envelope Making with di-cutting and 100 Envelopes loose bundle by paper ribbon/gudder & 2,000 Envelopes packet by strong carton	
	Other Specification : As per bank's approved design & specification	
	Letter Head Pad	
	Size : Size:11.8(H) x 8.30(W)	1,000 Pcs (Minimum)
	Paper : 120 gsm offset paper	
	Printing : Front side single color offset print	
	Binding & Packing : 100 pcs loose bundle by paper ribbon/gudder and 05 bundles 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 **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, 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 the time frame mutually agreed between the vendor & the Bank.
- 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.



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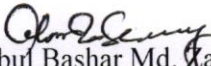
- h) Complete proposal/offer must be signed with date by the authorized representative of the company. Addressing “The Member Secretary, Procurement Committee, Shahjalal Islami Bank PLC., Corporate Head Office, Gulshan, Dhaka- 1212.”
- i) Proposal / Offer is to be submitted in sealed envelope, which 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 29.04.2025 within 2:00 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.

Thanking you.

Sincerely yours,


Abul Bashar Md. Jafry 22/4/25
SVP & Head of CSD

