



Common Services Division

Reference: SJIBPLC/CHO/CSD/2026/74

January 27, 2026

Subject: Request for submission of quotation for printing & supplying different printing stationery items (Group-A) for Shahjalal Islami Bank Limited.

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-A:

Sl. No.	Description	Qty.
1	Account Opening Form-Institutional Account	30,000 Pcs
	Size : 8.50"(W) X 12"(H) (After Cutting & Folding) & 17"(W) X 12"(H) (Before Folding)	
	Paper : 100 GSM Best Quality Papertech/Partex offset paper	
	Pages : 04 (Four) sheets (8 Pages) in a book	
	Printing : All pages both side 4 (Four) colour offset print	
	Perforation : All pages vertical dye perforation	
	Binding : Each book folded in the middle (04 sheets folding) & making of books by 02 (two) nos quality stapler pin	
	Packing : 100 books packed by quality craft/offset paper with label.	
	Other Specification : As per bank's approved design specification	
2	LC Application Form	500 Pads
	Size : 13.75"(H) x 8.50"(W) (After Making of Pads)	
	Paper : 80 GSM Best Quality Papertech/Partex offset paper	
	Pages : 100 (one hundred) sheets in a pad	
	Printing : Front side bi-color offset print & back side single color offset print.	
	Binding : Pad Binding with 4 lbs grey solid board (Bottom) & craft paper (Top) & 25 pads packed by quality craft paper.	
	Other Specification : As per bank approved design & specification	
3	Letter of Arrangement (General)	250 Pads
	Size : 9.75"(H) x 6.75"(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 4 lbs/ounce gray solid board (bottom) & craft paper (top)	
	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 Authority for Ownership	250 Pads
	Size : 11.50"(H) x 8.50"(W)	
	Paper : 68 GSM Best Quality Bashundhara ledger paper	
	Pads : 100 Sheets in a pad	
	Printing : Front side single color offset print	
	Binding : Pad binded by gray solid board (bottom) & quality craft/offset paper (top)	
	Packing : 20 pads in a bundle packed with craft/offset paper with label	
	Other Specification : As per bank approved design & specification	
5	LOG Book	200 pcs
	Size : 5.5"(H) x 8.5"(W)	
	Paper : 80 GSM offset paper (Partex/Papertech)	
	Folios : 100 folios(200 pages & each page numbering) in a book	
	Printing : Both side single color offset print	
	Binding : Binding(H) with half leather, rexin on top & 2 lbs grey solid board	
	Packing : 20 registers packed with quality craft/offset paper with label	
	Other Specification : As per bank's approved design & specification	

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, Vatar, 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."

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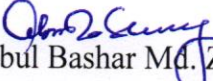
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- i) Proposal / Offer is to be submitted in sealed envelope to authorized officer of CSD (Mr. Muhammad Shahidul Islam-01313480000 or Mr. Md. Belayet Hossain-01755556050), Corporate Head Office on or before 29.01.2026 within 2:00 pm and **"Item Name 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.

Ma-assalamah.
Sincerely yours,


Abul Bashar Md. Zafry
EVP & Head of CSD

