

Reference: SJIBL/HO/CSD/2018/ **1562**

Date: October 21, 2018

Subject: Request for submission of quotation for printing & supplying 'Window & Offset Envelopes' for Shahjalal Islami Bank Limited.

Dear Sir,

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

SL No	Description	Qty
01	Window Envelope	1,00,000 Envelopes
	Size : 4.30"x9.75" (After folding)	
	Paper : 80 GSM Offset Paper (Papertech/Partex)	
	Printing : Front side bi-color offset print	
	Making & Packing : Making: Envelope Making with di-cutting of window covered by best quality transparent poly Packing: 100 Envelopes loose bundle by paper ribbon & 2,000 Envelopes packet by strong carton	
Other Specification	As per bank's approved design & specification	
02	Offset Envelope (Non Window)	1,00,000 Envelopes
	Size : 4.30"x9.75" (After folding)	
	Paper : 80 GSM Offset Paper (Papertech/Partex)	
	Printing : Front side bi-color offset print	
	Making & Packing : Envelope Making with di-cutting and 100 Envelopes loose bundle by paper ribbon & 2,000 Envelopes packet by strong carton	
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 Limited, Edris Point (2nd Floor), Kha-194, Progati Saroni, Middle Badda, Dhaka-1212.
- 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 any one or all the item(s) as and when required basis through issuing successive work orders to successful bidder(s).
- Paper brand 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.



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Terms and Conditions (Contd.):


- i) Proposal / Offer is to be submitted in sealed envelope, which will be submitted to the authorized officer of CSD, Corporate Head Office of the undersigned address on or before 28.10.2018 within 2:00 pm and be clearly marked "Quotation for (Name of Item) at the top of the 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,


Md. Mahbubur Rasheed 28/10/18
EVP & Member Secretary
Procurement Committee
Shahjalal Islami Bank Limited
Head Office, Dhaka
