

Common Services Division
Corporate Head Office

Reference: SJIBL/CHO/CSD/2021/ **64**

January 20, 2021

Subject: Request for submission of quotation for printing & supplying 'Offset Envelopes (With Window & Without Window) & Craft Envelope (Legal Size)', (Group-D) 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:

SL No	Description	Qty
1	Offset Envelope (With Window)	
	Size	: 9.75"(L) x 4.30"(W) (After folding) with flap 1" (Top) x 0.4"(Bottom)
	Paper	: 80 GSM Offset Paper (Papertech/Partex)
	Printing	: Front side four 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/gudder & 2,000 Envelopes packet by strong carton
Other Specification	: As per bank's approved design & specification	80,000 Pcs
2	Offset Envelope (Without Window)	
	Size	: 9.75"(L) x 4.30"(W) (After folding) with flap 1" (Top) x 0.4"(Bottom)
	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	80,000 Pcs
3	Craft Envelope (Legal Size)	
	Size	: 16"(L) x 12"(W) (After folding) with flap 1.8" (Top) x 0.8"(Bottom)
	Paper	: 90 GSM - KPM best quality Craft Paper Or KPM Rolakata paper
	Printing	: Front side single color offset print
	Packaging	: 250 Envelopes covered with plain paper and binded by plastic/jute rope
Other Specification	: As per bank approved design & specification	20,000 Pcs

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 Limited, Foster Real Estate (1st Floor), House # 43, Road # 11, Block # F, Banani, 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).

Corporate Head Office: Shahjalal Islami Bank Tower, Plot-4, Block-CWN(C), Gulshan Avenue, Gulshan Dhaka-1212, Bangladesh. Phone: +88 02 222283457 (Hunting), +88 02 222264736, Email: sjibldho@sjibld.com, Website: www.sjibld.com

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Terms and Conditions (Contd.):


- g) 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.
- h) Complete proposal/offer must be signed with date by the authorized representative of the company.
- i) Proposal / Offer is to be submitted in sealed envelope, which will be submitted to authorized officer of CSD (Mr. Md. Shahidul Islam or Mr. Kazi Shakhawat Hossain-01755556050), Corporate Head Office on or before 24.01.2021 within 12:00 pm and **“Group 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,

 20.01.2021.

Md. Noor-A-Alam Hossain
Vice President, CSD

