



Ref. No.: SJIBL/CHO/CSD/2021/ 674

Date: August 22, 2021

Subject: Request for submission of quotation for printing & supplying '2 (Two) different printing items-(Group-B)' for Card Division, Corporate Head Office of the Bank.

Muhtaram,  
Assalamu A'laikum Warahmatullah.

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

Group-B:

Sl No	Description	Qty.
1	EMI Application Form	1,000 Pads
	Size : 8.7" (W)x 5.50" (H) (After Binding)	
	Paper : Self Carbonized (3 ply) Best quality Bashundhara Paper 1 <sup>st</sup> Sheet : Light blue color paper with both side bi-color printing 2 <sup>nd</sup> Sheet: Pink color paper with front side bi-color printing 3 <sup>rd</sup> Sheet: white color paper with front side bi-color printing	
	Sets : 03 (three) sheets in a set & 50 sets in a pad (150 sheets per pad)	
	Binding : Pad binding (width wise) by 4 lbs/ounce gray solid board (bottom) & craft paper (top)	
	Packing : 25 Pads in a bundle packed with craft/offset paper and 100 Pads packet in quality cartoon with label.	
	Other Specification : As per bank's approved design & specification	
2	Credit Card Application Form	10,000 Pcs
	Size : 11.10"x8.50" (After Binding)	
	Paper : Cover: 120 GSM Art Paper Inner: 80 GSM Best Quality offset paper (Partex/Papertech)	
	Pages : Inner: 09 (nine) sheets i.e. 18 pages in a book	
	Printing : Cover: Front side four colour & Back side single colour print Inner: Both side bi-color offset print with one ground colour	
	Binding & Packing : Each book folded in the middle (Inner 08 sheets folding & 01 sheet attached by glue pasting) & making of books by 02 (two) nos quality stapler pin, 100 books packed by quality craft paper with label on each packet.	
	Perforation : Dye-Micro perforation in 6 (six) inner sheets	
	Other Specification : As per bank's approved design & specification	

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.

*[Handwritten signatures]*



Subject: Request for submission of quotation for printing & supplying '2 (Two) different printing items-(Group-B)' for Card Division, Corporate Head Office of the Bank.


Terms and conditions (Contd.):

- d) Work order would be issued in favour of successful bidder for one or more item as per approval of the competent authority of the bank.
- e) Delivery is to be done at Card Division, Corporate Head Office, Shahjalal Islami Bank Tower (4th floor), Plot-4, Block-CWN(C), Gulshan Avenue, Dhaka-1212.
- f) In the event of supply of 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.
- g) 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).
- 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 to the authorized officer (Md. Shahidul Islam, EO, Mobile: 01313-480000 or Md. Shahed, JEO, Mobile: 01755-556050) of CSD, corporate head office at the undernoted address on or before 26.08.2021 within 2:00pm and be clearly marked "Quotation for printing and supplying 2 (Two) different printing items-(Group-B) for Card Division, SJIBL" on 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 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.

Sincerely yours,

  
Md. Noor-A-Alam Hossain  
Vice President  
Common Services Division



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Corporate Head Office: Shahjalal Islami Bank Tower, Plot-4, Block-CWN (C), Gulshan Avenue  
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