

Reference No.: SJIBL/CHO/CSD/2019/ 315

Date: February 11, 2019

Subject: Request for submission of Quotation for Printing & Supplying Different Non-MICR instruments for Shahjalal Islami Bank Limited with Bank's Security Paper.

Muhtaram,  
Assalamu A'laikum Warahmatullah.

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

| Sl. No. | Name of items  | Quantity     |
|---------|--|--------------|
| 1       | Mudaraba Term Deposit Receipt (MTDR) Block             | 1,000 Blocks |
| 2       | Mudaraba Monthly Income Scheme (MMIS) Block            | 250 Blocks   |
| 3       | Mudaraba Multiple Benefit Deposit Scheme (MMBDS) Block | 250 Blocks   |

Specification of the instruments:

|                     |  |
|---------------------|--|
| Size                | : MTDR Block: Length: {2.5" (Counter Part)+7.5" (Main Part)}×Width:3.5"  |
|                     | : MMIS Block: Length: {2.7" (Counter Part)+7.3" (Main Part)}×Width:3.75"   |
|                     | : MMBDS Block: Length: {2.7" (Counter Part)+7.3" (Main Part)}×Width:3.75"  |
| Leaf per block      | : 100 leaves   |
| Paper               | : Security Paper would be supplied by the bank (Size: 18"x23")   |
| Printing            | : Front side four colour offset print  |
| Perforation         | : One vertical perforation   |
| Serial Number       | : Two parts normal number  |
| Front & Back Cover  | : 200 gsm Art Card with front side bi-colour printing and one solid colour   |
| Binding & Packing   | : 10 blocks bundled with ribbon/rope and packed by quality craft/offset paper with labeling on each packet containing quantity and serial number of the blocks |
| Other Specification | : As per bank approved design & specification  |

Terms & conditions:

|    |  |
|----|--|
| 01 | Quotations should be submitted in vendor's own letter head pad   |
| 02 | Complete proposal/offer must be signed with date by the authorized representative of the company   |
| 03 | Rate and amount for printing of the items should be mentioned separately.  |
| 04 | Quoted Price must include VAT and TAX and any kind of charges thereof.   |
| 05 | Quoted price should include cost of printing, cover pages, perforation, binding, Packing etc.  |
| 06 | Quoted price should include delivery charges   |
| 07 | Designs should be as per requirement of Shahjalal Islami Bank Limited and to be completed by vendor  |
| 08 | Security papers should be collected from Bank's Central Godown at Idris Point (2 <sup>nd</sup> Floor), Kha-194, Middle Badda, Dhaka-1212 at vendor's own cost. |

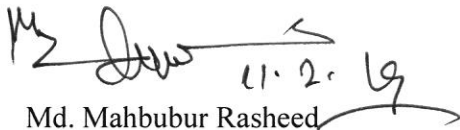

Common Services Division

Subject: Request for submission of Quotation for Printing & Supplying Different Non-MICR instruments for Shahjalal Islami Bank Limited with Bank's Security Paper.

Terms & conditions (Contd.):

|    |  |
|----|--|
| 09 | Quantity of security paper (considering acceptable wastage) for each item should be mentioned separately in quotation  |
| 10 | Work Order should be issued in favour of successful bidder(s).   |
| 11 | Delivery of the items is to be done at the Central Godown of Shahjalal Islami Bank Limited presently located at Edris Point (2nd Floor), Kha-194, Progati Saroni, Middle Badda, Dhaka-1212 within 20 (twenty) days from approval of final/machine proof  |
| 12 | Payment will be made through Payment Order or directly to vendor's account maintained with Shahjalal Islami Bank Limited after successful completion of the job subject to submission of final bill. No advance payment will be allowed.   |
| 13 | In case of failure to complete delivery of the items within stipulated time, penalty will be imposed at the rate of 5% on daily basis and to be deducted from bill amount. Bank must be informed for any foreseeable delay due to uncontrolled situations prior to exceed the delivery lead time which may be considered by the bank if situation justify such delay and the decision of CSD will be final in this regard. |
| 14 | In the event of supply of the said item which does not match with the required specification, quantity, quality or is of substandard quality, the Bank reserves the right for outright rejection of the product and the supplier will have to take back their supplied product at their own cost and will replace with acceptable quality within the time frame as mutually agreed upon by the bank and by the supplier.   |
| 15 | Proposal / Offer is to be submitted in sealed envelope, which will be submitted to authorized officer of CSD (Mr. Muhammad Shahidul Islam, Phone: 01717170390 or Mr. Md. Shahed, Phone: 01911812261), Corporate Head Office of the undernoted address on or before 18.02.2019 within 2:00pm and be clearly marked "Quotation for (Name of Item)" at the top of the envelope.   |
| 16 | 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).   |

Thanking you.  
Sincerely yours,

  
Md. Mahbubur Rasheed  
EVP & Head of CSD  


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