



Ref: SJIBL/CHO/CSD/2020/2302

Date: October 21, 2020

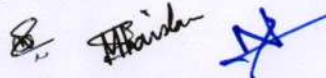
Subject: Request for submission of quotation for delivery of Wall Calendar-2021 and Desk Calendar-2021 of Shahjalal Islami Bank Limited.

Muhtaram,  
Assalamu A'laikum.

We are pleased to request local courier companies to submit quotation for above purpose under the terms and conditions mentioned below:

Terms and conditions:

- a. Rate should be quoted excluding VAT (VAT would be borne by the Bank) & including Tax and other relevant charges.
- b. Rate should be quoted in two categories (a. Inside Dhaka and b. Outside Dhaka) and command area as per location of branches of the Bank must be specified by the vendor.
- c. The cartons containing Wall Calendars/Desk Calendars of the branches located outside Dhaka should be packed again with quality sack (bosta) for protecting the items from being damaged and quoted rate should include cost of sack (bosta) & labour cost.
- d. The Wall Calendars/Desk Calendars should be delivered at branch level and additional expenses (if any) required to deliver the items to remote branches should be borne by the vendor.
- e. Work Order would be issued in favour of the selected vendor.
- f. The items should be collected from the central godown of the bank located at 'Foster Real Estate Ltd. (1<sup>st</sup> floor), House#43, Road#11, Block#F, Banani, Dhaka' or 'Common Services Division (2<sup>nd</sup> floor), Corporate Head Office, SJIBL at Shahjalal Islami Bank Tower, Plot-4, block-CWN(C), Gulshan Avenue, Gulshan, Dhaka-1212 at vendor's own cost or from the press/office of printing vendor located at Dhaka.
- g. After receipt of the Wall Calendars/Desk calendars from the Bank or from the printing vendor, delivery is to be done within 04 (four) days at all the branches (regardless of location) of the bank. If delivery is not completed in time, penalty will be imposed at the rate of BDT 1,000.00 per challan upto BDT10,000.00 and to be deducted from final bill amount. Bank must be informed in writing for any foreseeable delay due to uncontrolled situations prior to exceed of 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.
- h. Acknowledgement receipt i.e. POD (Proof of Delivery) copy with name, sign & seal of the receiver should be collected from the delivery points and to be submitted with final bill.
- i. In case of loss/damage of Wall Calendar/Desk Calendar or short delivery, cost equivalent to the lost/damaged calendars will be deducted from final bill of selected vendor. No payment would be given against lost challan(s).



Page 1 of 2

**Corporate Head Office:** Shahjalal Islami Bank Tower, Plot-4, Block-CWN(C), Gulshan Avenue  
Gulshan Dhaka-1212, Bangladesh, Phone: +880 2 222283457 (Hunting)  
Email: sblesd@sjibld.com, Website: www.sjibld.com

Subject: Request for submission of quotation for delivery of Wall Calendar-2021 and Desk Calendar-2021 of Shahjalal Islami Bank Limited.

Terms and conditions (Contd.):

- j. Bills for delivery of the items should be paid after successful completion of whole work through payment order or directly to the account of selected vendor maintained with Shahjalal Islami Bank Limited within 15 days from submission of bill. No advance payment will be allowed.
- k. Complete proposal/offer must be signed with date by the authorized representative of the company addressing "The Member Secretary, Procurement Committee, Shahjalal Islami Bank Limited, Corporate Head Office, Gulshan, Dhaka.
- l. Proposal/Offer is to be submitted in sealed envelope to authorized officer of CSD (Mr. Muhammad Shahidul Islam or Mr. Md. Shahed, Phone: 01755556050), Corporate Head Office on or before 1<sup>st</sup> November, 2020 within 2:00pm and be clearly marked "Quotation for delivery of Wall Calendar & Desk Calendar-2021 of Shahjalal Islami Bank Limited" at the top of the envelope.
- m. Bank reserves the right not to award work order to 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, and other terms & conditions.

Additional information for submission of quotation	
Total No. of Branches of the Bank	: Existing: 132 Branches & 2 Banking Booths
Location of branches	: Available in Bank's website ( <a href="http://www.sjibld.com">www.sjibld.com</a> )

Please contact the office of undersigned for any type of clarifications in this regard.

Manipulation or any kind of unusual approach or failure to submit the proposal /offer will be treated as "Disqualification" to attend in the bidding.

Sincerely yours,

*(Signature)*  
21.10.2020,  
Md. Noor-A-Alam Hossain  
Vice President  
Shahjalal Islami Bank Limited  
Common Services Division  
Corporate Head Office, Dhaka

*(Signature)*

Page 2 of 2

**Corporate Head Office:** Shahjalal Islami Bank Tower, Plot-4, Block-CWN(C), Gulshan Avenue  
Gulshan Dhaka-1212, Bangladesh, Phone: +880 2 222283457 (Hunting)  
Email: [sblcsd@sjibld.com](mailto:sblcsd@sjibld.com), Website: [www.sjibld.com](http://www.sjibld.com)