



Ref : SJIBL/CHO/CSD/2020/875

July 26, 2020

Subject: Request for submission of quotation for printing & supplying different printing stationery items 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	<b>Agreement for Buying Agent (English)</b>		250 Pads	
	Size	13.50"x8.50"		
	Paper	68 GSM Best Quality Bashundhara ledger paper		
	Pads	100 Sheets in a pad		
	Printing	Both side single color offset print		
	Binding	Pad binding by 4 lbs gray solid board (bottom) & craft paper (top)		
	Other Specification	As per bank approved design & specification		
2	<b>LCAF Industrial</b>		1000 Pads	
	Size	14"x8.50" (After Making of Pads)		
	Paper & Printing	1st Sheet		80 gsm Papertech offset paper with one side ground & bi-colour printing
		2nd Sheet		80 gsm Papertech offset paper with one side ground & bi-colour printing
		3rd Sheet		Light green colour china manifold paper with one side single colour printing
		4th Sheet		Light green colour china manifold paper with one side single colour printing
		5th Sheet		Light blue colour china manifold paper with one side single colour printing
		6th Sheet		White colour china manifold paper with one side single colour printing
	Sets	06 (six) sheets in a set and 25 sets in a book (150 sheets per pad)		
	Marking & Numbering	All sheets numbering and same number for each set of six sheets (starting and ending number will be provided by the Bank). The six sheets of a set should be marked as First Copy, Second Copy, Third Copy, Fourth Copy, Fifth Copy and Office copy as per bank's Sample		
Binding	Pad Binding with grey solid board (Bottom) & quality paper (Top) & 25 books packed by quality craft paper.			
Other Specification	As per bank approved design & specification			
3	<b>LC Application Form</b>		500 Pads	
	Size	14"X 8.80" (After Making of Pads)		
	Paper	80 GSM Best Quality Papertech offset paper		
	Pages	100 (one hundred) sheets in a book		
	Printing	Front side bi-color offset print & back side single color offset print.		
	Binding	Pad Binding with 4 lbs grey solid board (Bottom) & craft paper (Top) & 25 books packed by quality craft paper.		
Other Specification	As per bank approved design & specification			



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Sl. No	Description		Qty.	
4	<b>LCAF Commercial</b>		500 Pads	
	Size	14"x8.50" (After Making of Pads)		
	Paper & Printing	1 <sup>st</sup> Sheet		80 gsm Papertech offset paper with one side ground & bi-colour printing
		2 <sup>nd</sup> Sheet		80 gsm Papertech offset paper with one side ground & bi-colour printing
		3 <sup>rd</sup> Sheet		Light blue colour china manifold paper with one side single colour printing
		4 <sup>th</sup> Sheet		Light blue colour china manifold paper with one side single colour printing
		5 <sup>th</sup> Sheet		White colour china manifold paper with one side single colour printing
		6 <sup>th</sup> Sheet		White colour china manifold paper with one side single colour printing
	Sets	06 (six) sheets in a set and 25 sets in a books (150 sheets per book)		
	Marking & Numbering	All sheets numbering with marking as Original, Duplicate, Triplicate, Quadruplicate, Quintuplicate & Office Copy. (As per sample)		
Binding	Pad Binding with 4 lbs grey solid board (Bottom) & craft paper (Top) & 25 books packed by quality craft paper.			
Other Specification	As per bank 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.
- 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 the time frame mutually agreed between the vendors & 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).
- 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.
- Complete proposal/offer must be signed with date by the authorized representative of the company.
- Proposal / Offer is to be submitted in sealed envelope, which will be submitted to authorized officer of CSD (Mr. Md. Shahidul Islam-01717170390 or Mr. Kazi Shakhawat Hossain-01675550267), Corporate Head Office on or before 10.08.2020 within 2:00 pm and be clearly marked "Quotation for **(Name of Item)** at the top of the envelope."

Corporate Head Office: Shahjalal Islami Bank Tower, Plot-4, Block-CWN (C), Gulshan Avenue Dhaka 1212, Bangladesh, Phone: +88 02 9845457 (Hunting), 9844736, Email: [sjiblho@sjiblbld.com](mailto:sjiblho@sjiblbld.com), Website: [www.sjiblbld.com](http://www.sjiblbld.com)



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- 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.

Ma-assalamah.

Sincerely yours.

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

