



Common Services Division

Ref: SJIBL/HO/CSD/2020/876

Date: July 26, 2020

Subject: Request for submission of quotation for Supplying 'Customized tissue boxes' for the Bank.

Muhtaram,
Assalamu A'laikum Warahmatullah.

We are pleased to request you to submit sealed quotation for the following item as per terms and conditions mentioned hereunder:

Customized Tissue Box	
Quantity	: 4,800 Boxes
Paper of Box	: 300 gsm Swedish Board
Size of Box	: 9.6"x4.6"x3" after making
Quantity of Tissue	: 120x2ply=240 sheets per Box
Printing	: Front side 4 colour offset printing
Packing	: 48 Tissue boxes in a carton
Other Specification	: As per bank's approved design & specification

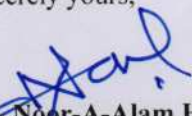
Terms and Conditions:



- Price must be quoted excluding VAT (VAT would be borne by the Bank) and including 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 vendor and the Bank.
- Complete proposal/offer must be signed with date by the authorized representative of the company.
- Quoted price must be valid for at least 1 (One) year because Bank may go for reproduction of the same as and when required basis through issuing successive work order(s) to successful bidder(s).
- Proposal / Offer is to be submitted in sealed envelope to the authorized officer of CSD, Corporate Head Office of the Bank at Shahjalal Islami Bank Tower, Plot-4, Block-CWN(C), Gulshan Avenue Dhaka-1212. "Name of Item" must be mentioned at the top of the envelope on or before 10.08.2020 within 2:00 pm.
- 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
Common Services Division

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