



Ref: SJIBL/HO/CSD/2017/454

Date: 23.04.2017

Subject: Request for submission of quotation for delivery of Security Cheque Books of Shahjalal Islami Bank Limited

Muhtaram,
Assalamu A'laikum.

We are pleased to request you to submit your quotation for above purpose as per attached format under the terms and conditions mentioned below:

Terms and conditions:

- a. Rate should be including TAX & VAT and any kind of charges thereof.
- b. Rate should be quoted per packet (each packet containing maximum 2,000 leaves including cover pages and requisition/reorder leaves of cheque books) regardless of location of the branches of the bank.
- c. Cheque books should be collected from the Office of our selected printing vendor (may change time to time) located at Dhaka (Present vendor: Secura Bangladesh Limited, Address: Rahman Chamber (1st Floor), 12-13 Motijheel C/A, Dhaka-1000.)
- d. Cheque book collected from the printing vendor must be packed with quality poly bag prior delivery to the branches to make the instruments more secure.
- e. Cheque should be collected from printing vendor on daily basis and delivery of the cheque books should be made to Dhaka based branches within 24 hours and those of the branches located outside of Dhaka should be delivered within 48 hours to 72 hours.
- f. **Late Delivery:** In case of late delivery to the branches within the time frame mentioned in para 'e', all financial or reputational losses in this regard will be born by the vendor as imposed by the Bank management.
- g. **Loss of Cheque Books:** vendor should be liable for any unauthorized use or loss, damage, destruction of any cheque book prior delivery to the respective branches of the Bank except those causes which are beyond control such as Act of God, Act of Government, Strikes, War, Civil Commotion etc. and should be bound to compensate the cost of lost cheque books instantly.
- h. **Payment:** Bills for delivery of cheque books should be paid on monthly basis through Payment Order or directly to the Account maintained with SJIBL. No advance payment will be allowed.
- i. Complete proposal/offer must be signed with date by the authorized representative of the company addressing the undersigned.
- j. Proposal/Offer is to be submitted in sealed envelope to authorized officer of CSD, Head Office of the undernoted address on or before 26th April, 2017 and be clearly marked "**Quotation for delivery of Security Cheque Books**" at the top of the envelope.
- k. The Bank reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

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Subject: Request for submission of quotation for delivery of Security Cheque Books of Shahjalal Islami Bank Limited

Key information for submission of quotation	
Total No. of Existing Branches of the Bank	: 103 Branches (list attached)
Requesting branches per day (Average)	: 85-90 Branches
Quantity of cheque book per branch (Average)	: As per attached list (Request of three days)

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,

Md. Mahbubur Rasheed
EVP & Member Secretary
Procurement Committee
Shahjalal Islami Bank Limited
Head Office, Dhaka