

Ref. No.: SJIBL/CHO/CSD/2022/ 203

Date: January 31, 2022

Subject: Request for submission of quotation for printing & supplying 'PIN Envelope (With Window & Seal Adhesive)' for the Bank.

Muhtaram,  
Assalamu A'laikum Warahmatullah.

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

SI No	Description	Qty.
1	PIN Envelope (With Window & Seal Adhesive)	30,000 Pcs
	Size : 7" (W)x4" (H) (After making/folding) with Flap (Top-1.2" & each side-0.4")	
	Paper : 100 gsm offset paper (Papertech/Partex)	
	Printing : Front side four color offset printing	
	Making : Envelope Making with di-cutting of window covered by best quality transparent poly	
	Packing : 100 Envelopes loose bundle by paper ribbon/gudder & 2,000 Envelopes packet by strong carton with proper labeling	
	Seal Adhesive : <b>Double adhesive tape (Width wise-5.0"x0.4") on inner side of the flap of envelope</b>	
	Other Specification : As per bank's approved design & specification	

Terms and conditions:

- Quoted Price should be quoted **excluding VAT** (VAT to be borne by the Bank) and including Tax & any kind of charges thereof.
- Quoted Price must include delivery charges.
- Delivery lead-time must be mentioned in the offer.
- Work order would be issued in favour of successful bidder for one or more item as per approval of the competent authority of the bank.
- Delivery is to be done at Central Godown of Shahjalal Islami Bank Limited at Foster Real Estate (1<sup>st</sup> floor), House#43, Road#11, Block#F, Banani, Dhaka.
- In the event of supply of 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 bank and the vendor.
- 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).
- Complete proposal/offer must be signed with date by the authorized representative of the company.

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Subject: Request for submission of quotation for printing & supplying 'PIN Envelope (With Window & Seal Adhesive)' for the Bank.

Terms and conditions (Contd.):

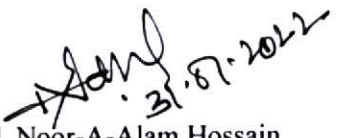

- i) Proposal / Offer is to be submitted in sealed envelope to the authorized officer (Md. Shahidul Islam, SEO, Mobile: 01313-480000 or Md. Shahed, JEO, Mobile: 01755-556050) of CSD, corporate head office at the undernoted address **on or before 07.02.2022 within 2:00pm** and be clearly marked "Quotation for printing and supplying PIN Envelope (With Window & Seal Adhesive) for Card Division, Corporate Head Office of Shahjalal Islami Bank Limited" on the top of the envelope.
- 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).

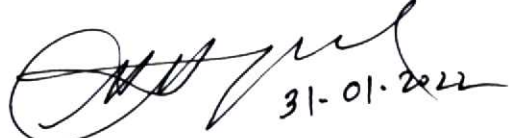
Please contact the office of undersigned for any clarifications in regard to product.

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  


  
Md. Mahmudul Haque  
SEVP & Member Secretary  
Procurement Committee, SJIBL





Card Division, Head Office, Dhaka

To:	SEVP & Head of CSD SJIBL.	Head Office,	From:	Card Division Head Office, SJIBL
CC:			Ref:	SJIBL/HO/Card/2022/163
Subject:	Requisition of PIN Envelop, Card Mailer, Window Envelop, Card Pouch, Security PIN Mailer and Credit Card of Schedule of Fees and Charges.		Date:	9 <sup>th</sup> January 2022

Dear Sir,

Please be informed that the following items of SJIBL Debit/Credit Card are going to finish soon. Card Division needs the following items:

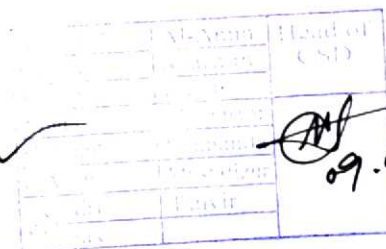
SL NO	Item Description	Quantity	
01	<b>PIN Envelope</b> (A sample copy attached) <i>Re order - Bikeran</i>	30,000 Units	
	Size		7" (W) x 4" (H) (after folder or Making)
	Paper		100 gsm offset paper (paperteach)
	Printing		Both side 4 color printing
	Making		Die-cutting Envelope Making
	Adhesive		Double Adhesive tape on back side of envelope
	Sample		Approve sample copy attached here
02	Card Mailer paper of A4 size for SJIBL Debit and Credit Card (A sample copy attached) <i>Re. order - B. Patra</i>	50,000 Units	
03	<b>Window Envelop for Debit Card Address</b> <i>Re order</i> Card Division, Corporate Head Office, SJIBL Tower Plot#4, Block-CWN(C), Gulshan Avenue, Dhaka Call: 16302 or 09612316302, email: card@sjibld.com	50,000 Units	
04	Pouch of SJIBL Debit and Credit Card (A sample copy attached) <i>New pur 6</i>	50,000 Units	
05	<b>Security PIN Mailer</b> (A sample copy attached) <i>re order - Securia</i>	30,000 Units	
	Name of Item:		Security PIN Mailer for SJIBL VISA Debit/Credit Card
	Size:		6.5"(W)x3.7" (H)
	Product feature:		3 ply wood free paper with carbonized CNF Ink area and sprocket margin with continuous sets
	Paper:		1st ply-CB White 55 gsm, 2nd& 3rd ply-CB White 80gsm
	Design:		As per bank's approved design
	Colour:		4 colour on 2nd ply front and single colour on other plys
06	Credit Card Schedule of Fees and Charges (A sample copy attached)	5000 Units	

With reference to the above, you are therefore requested to consider the matter very urgent to take necessary steps.

*Md. Marufur Rahman Khan*  
SVP & Head, Card Division

*Md. Marufur Rahman Khan*

*RFQ - PIN Env.*



*Md. Marufur Rahman Khan*  
09.01.2022