



Common Services Division

Ref: SJIBL/CHO/CSD/2024/ 399
Date: May 05, 2024

Subject: Request for submission of quotation for delivery of Security Stationery Items of Shahjalal Islami Bank PLC.

Muhtaram,
Assalamu A'laikum.

We are pleased to request you to submit sealed quotation from local courier companies for above purpose as per terms and conditions mentioned below:

Terms and conditions:

- Rate should be quoted excluding VAT (VAT would be borne by the Bank) & including TAX and any kind of charges thereof.
- Rate should be quoted as per following format:

| Sl. No. | Name of Work | Quantity/weight | Unit Rate in BDT (Excluding VAT & Including Tax) | |
|---------|---------------------------------------|----------------------------------|---|------------------------|
| | | | Inside Dhaka | Outside Dhaka |
| 1 | Delivery of Security Stationery Items | 1st packet Up to 500 leaves/1 Kg | To be quoted by vendor | To be quoted by vendor |
| 2 | | Next each 1 Kg | To be quoted by vendor | To be quoted by vendor |

- Quoted price shall remain valid for at least 01 (One) year and offer validity should be clearly mentioned in the quotation.
- Security Stationery Items should be collected from the Office of our selected printing vendor (Printing vendor may change from time to time) located at Dhaka.
- Security Stationery Items collected from the printing vendor must be packed again with quality poly bag prior delivery to the branches to make the instruments more secured.
- Security Stationery Items should be collected from printing vendor on daily basis and delivery of the items should be completed within 24 hours to Dhaka based branches and within 48 hours to 72 hours to the branches located outside of Dhaka. Noted that security stationery items must be delivered at branch level at the cost of vendor.
- Late Delivery: In case of late delivery, penalty will be imposed @BDT500.00 on daily basis up to BDT2,000.00 for delayed challan(s) and to be deducted from running bill. In addition to this, all financial or reputational losses in this regard will be borne by the vendor as imposed by the Bank.
- Loss of Security Stationery Items: Vendor should be liable for any unauthorized use or loss, damage, destruction of any security stationery items 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 security stationery items which would be deducted from running bill. In such cases, no payment will be allowed for the lost challan(s) and the vendor should be bound to compensate the cost of lost cheque books which would be deducted from running bill.

Corporate Head Office: Shahjalal Islami Bank Tower, Plot-4, Block-CWN (C), Gulshan Avenue
Dhaka-1212, Bangladesh, Phone: +88 02 222283457 (Hunting)
Email: sblcsd@sjibld.com, Website: www.sjibld.com

Subject: Request for submission of quotation for delivery of Security Stationery Items of Shahjalal Islami Bank PLC.

Terms and conditions (Contd.):

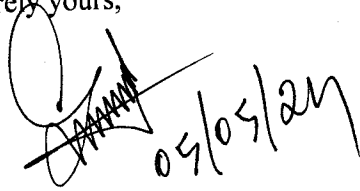
- i. Payment: Bills for delivery of security stationery items should be paid on monthly basis through Payment Order or directly to the Account of the vendor maintained with SJIBL. Advance payment is not allowed.
- j. Complete proposal/offer must be signed with date by the authorized representative of the company addressing 'The Member Secretary, Procurement Committee, Shahjalal Islami Bank PLC, Corporate Head Office, Shahjalal Islami Bank Tower, Gulshan Avenue, Dhaka-1212, Bangladesh'.
- k. Proposal/Offer is to be submitted in sealed envelope into the tender box or to authorized officer of CSD (Mr. Md. Shahidul Islam, SEO, Mobile-0131348000/Mr. Md. Shahed, FEO, Mobile-01755556050), Corporate Head Office of the undernoted address on or before May 12, 2024 within 2:00 pm and be clearly marked "Quotation for delivery of security stationery items" at the top of the envelope.
- l. Bank reserves the right not to award the work 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 vendors regarding price, warranty and specification of the item(s).

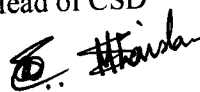
| Key information for submission of quotation | |
|---|---|
| Total No. of Existing Branches of the Bank | : 140 Branches & 3 Sub-branches (Location available in Bank's website) |
| Total No. of Existing Agent Banking Outlet | : 120 Agent Banking Outlet |
| Requesting branches per day (Average) | : 120-130 Branches |

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.

Ma-assalam.

Sincerely yours,


Mahmudul Shamim Talukder
Executive Vice President and Head of CSD



Corporate Head Office: Shahjalal Islami Bank Tower, Plot-4, Block-CWN (C), Gulshan Avenue
Dhaka-1212, Bangladesh, Phone: +88 02 22283457 (Hunting)
Email: sblcsd@sjibld.com, Website: www.sjibld.com