

Ref: SJIBL/HO/CSD/2021/ 999

Date: October 5, 2021

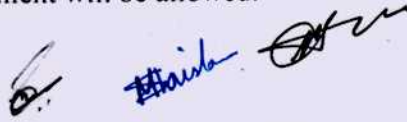
Subject: Request for submission of quotation for delivery of Security Stationery Items of Shahjalal Islami Bank Limited.

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:

- a. Rate should be quoted excluding VAT (VAT would be borne by the Bank) & including TAX 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. Rate may also be quoted in two categories (a. inside Dhaka and b. outside Dhaka) and in such case command area must be specified by the vendor.
- c. Security stationery items 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. Security stationery items collected from the printing vendor must be packed with quality poly bag prior delivery to the branches to make the instruments more secured.
- e. 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.
- f. Late Delivery: In case of late delivery to the branches within the time frame mentioned in para 'e', penalty will be imposed @BDT500.00 on daily basis upto 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.
- g. 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).
- h. 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. No advance payment will be allowed.



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

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


Terms and conditions (Contd.):

- i. Complete proposal/offer must be signed with date by the authorized representative of the company addressing 'The Member Secretary, Procurement Committee, Shahjalal Islami Bank Limited, Corporate Head Office, Shahjalal Islami Bank Tower, Gulshan Avenue, Dhaka-1212'.
- j. Proposal/Offer is to be submitted in sealed envelope to authorized officer of CSD, Head Office of the undernoted address on or before October 12, 2021 and be clearly marked "Quotation for delivery of security stationery items" at the top of the envelope.
- k. 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	: 132 Branches & 2 Sub-branches (Location available in Bank's website)
Requesting branches per day (Average)	: 120-130 Branches
Quantity of cheque book per branch (Approx.)	: As per attached list (Request of two 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,


05.10.2021

Md. Mahmudul Haque
SEVP & Member Secretary
Procurement Committee
Shahjalal Islami Bank Limited
Common Services Division
Corporate Head Office, Dhaka



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