



Common Services Division

Ref. No.: SJIBPLC/CHO/CSD/2024/ 214
Date: March 6, 2024

Subject: Request for submission of quotation for Printing & Supplying 'Credit Card Bill Payment Slip' for the Bank.

Muhtaram,
Assalamu A'laikum Warahamtullah.

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

Sl. No.	Description	Quantity
1	Name of Item : Credit Card Bill Payment Slip	5,000 Pads
	Size : W-8.30"×H-5.50" (After binding)	
	Paper : Self Carbonized (2ply) best quality Bashundhara Paper	
	Printing : 1st Sheet: Light blue color paper with bi-color printing and 2nd Sheet: Pink color paper with bi-color printing	
	Sets : 2 (Two) sheets in a set and 50 sets in a pad. (100 sheets in a pad)	
	Binding : Pad binding (Width Wise) by 4 lbs/ounce gray solid bard at the bottom and quality craft/offset paper on top	
	Packing : 25 Pads packed with quality craft/offset paper with proper labeling	
	Other Specification : As per bank's approved design & specification	

Terms and Conditions:

- Price should 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 Central Godown of Shahjalal Islami Bank PLC at Foster Real Estate (1st 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 addressing "The Member Secretary, Procurement Committee, Shahjalal Islami Bank PLC.
- Proposal / Offer is to be submitted in sealed envelope to the authorized officer (Md. Shahidul Islam, SEO or Khandker Al Mamun, FEO Mobile: 01755-556050) of CSD, corporate head office at the undernoted address on or before 12.03.2024 within 2:00 pm and be clearly marked Quotation for printing and supply of Credit Card Bill Payment Slip for Card Division, Corporate Head Office of Shahjalal Islami Bank PLC on the top of the envelope.



Common Services Division

Subject: Request for submission of quotation for Printing & Supplying 'Credit Card Bill Payment Slip' for the Bank.

Terms and Conditions (Contd.):

- i) 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,

6.3.24

Major Md. Fariqul Islam (Retd.)
Senior Assistant Vice President
Common Services Division

