

Reference: SJIBL/CHO/CSD/2022/ 1901  
Date: November 8, 2022

Subject: Request for submission of quotation for Printing & Supply of 'Credit Card Supplementary Application Form' for Shahjalal Islami Bank Limited.

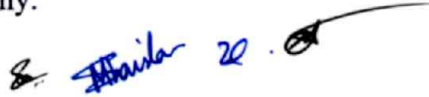
Muhtaram,  
Assalamu A'laikum.

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

SN	Description	Quantity
1	Credit Card Supplementary Application Form	50 Pads
	Size : H-11.10"xW-8.50" (After Making)	(5000 sheets)
	Paper : 80 GSM Best Quality offset paper (Partex/Papertech)	
	Printing : Front side bi-color offset print with one ground colour	
	Page per Pad : 100 sheets per pad	
	Binding : Pad Binding (Width wise on top) by Board at bottom & Craft/Offset Paper on top	
	Packing : 10 Pads packed with quality craft/offset paper with label	
Other Specification : As per bank's approved design & specification		

Terms and Conditions:

- Quoted Price must exclude VAT (VAT would be borne by the Bank) and include 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 Card Division, Corporate Head Office, Shahjalal Islami Bank Tower (4th floor), Plot-4, Block-CWN(C), Gulshan Avenue, Dhaka-1212, Bangladesh.
- In the event of supply of any 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 upon between the bank and the vendor.
- Paper Sample (At least A4 Size) must be submitted along with the quotation to measure weight of paper with gsm measuring machine. Paper brand, weight in gsm and country of origin must be mentioned in the offer and in submitted paper sample.
- Complete proposal/offer must be signed with date by the authorized representative of the company.



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Terms and Conditions (Contd.):

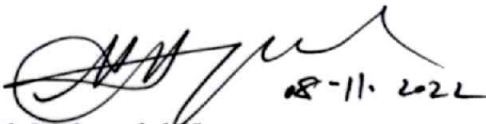
- h) Proposal / Offer is to be submitted in sealed envelope, which will be submitted to authorized officer of CSD, Corporate Head Office of the undernoted address on or before 10.11.2022 within 2:00pm and be clearly marked "Quotation for (Name of Item) on the top of the envelope."
- i) Bank reserves 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-assalam.

Sincerely yours,



Md. Mahmudul Haque  
SEVP & Head of CSD

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