

Reference: SJIBL/CHO/CSD/2023/ **65**

January 9, 2023

Subject: Request for submission of quotation for printing & supplying different printing stationery items (Group-D) for Shahjalal Islami Bank Limited.

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:

Group-D:

Sl. No.	Description	Qty.
1	<b>Reserve Cash Proof Sheet</b>	
	Size : 11.70"(H) x 10.50"(W)	250 Pads
	Paper : 70gsm Best Quality offset paper (Papertech/Partex)	
	Pads : 100 Sheets in a pad (each page numbering)	
	Printing : Both side single color print (As per bank sample)	
	Binding : Pad binding (width wise) by 4 lbs/ounce gray solid board (bottom) & craft paper (top)	
	Packing : 25 pads in a bundle by strong packed with quality craft/offset paper with label	
Other Specification : As per bank approved design & specification		
2	<b>Foreign Remittance (Instant Cash)</b>	
	Size : 11.30"(H) x 8.50"(W)	500 Pads
	Paper : 80gsm Best Quality offset paper (Papertech/Partex)	
	Pads : 100 Sheets in a pad	
	Perforation : Inner per sheets (Lower part Customer Copy) micro perforation in each book.	
	Printing : Both side single color print (As per bank sample)	
	Binding : Pad binding (width wise) by 4 lbs/ounce gray solid board (bottom) & craft paper (top)	
Packing : 20 pads in a bundle by strong packed with quality craft/offset paper with label		
Other Specification : As per bank approved design & specification		
3	<b>Appointment Form as a buying agent</b>	
	Size : 11.50"(H) x 8.50"(W)	250 Pads
	Paper : 68 GSM Best Quality Bashundhara ledger paper	
	Pads : 100 Sheets in a pad (each page numbering)	
	Printing : Front side single color offset print	
	Binding : Pad binding (width wise) by 4 lbs/ounce gray solid board (bottom) & craft paper (top)	
	Packing : 25 pads in a bundle by strong packed with quality craft/offset paper with label	
Other Specification : As per bank approved design & specification		
4	<b>LC Application Form</b>	
	Size : 13.75"(H) x 8.50"(W) (After Making of Pads)	500 Pads
	Paper : 80 GSM Best Quality Papertech/Partex offset paper	
	Pages : 100 (one hundred) sheets in a book	
	Printing : Front side bi-color offset print & back side single color offset print.	
	Binding : Pad Binding with 4 lbs grey solid board (Bottom) & craft paper (Top) & 25 books packed by quality craft paper.	
	Other Specification : As per bank approved design & specification	

Corporate Head Office: Shahjalal Islami Bank Tower, Plot-4, Block-CWN (C), Gulshan Avenue Dhaka 1212, Bangladesh, Phone: +88 02 9845457 (Hunting), 9844736, Email: [sjibldho@sjibld.com](mailto:sjibldho@sjibld.com), Website: [www.sjibld.com](http://www.sjibld.com)

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Subject: Request for submission of quotation for printing & supplying different printing stationery items (Group-D) for Shahjalal Islami Bank Limited.

Sl. No.	Description	Qty.
	<b>Outward Mail Register</b>	
	Size : 13.25"(H) x 8.25"(W)	
	Paper : 68 gsm <u>Bashundhara</u> best quality ledger paper	
	Folios : 100 folios 200 pages in a book	
5	Printing : Both side single color offset print & each pages numbering	250
	Binding : Register binding with half leather, rexin on top & 2 lbs grey solid board	Pcs
	Packing : 10 books in a bundle covered & packed by quality craft/offset paper with label	
	Other Specification : As per bank 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 the Central Godown of Shahjalal Islami Bank Limited, Foster Real Estate (1<sup>st</sup> Floor), House # 43, Road # 11, Block # F, Banani, Dhaka.
- 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 15 days from the date of rejection.
- 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).
- Paper Sample (At least A4 Size) should 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.
- Proposal / Offer is to be submitted in sealed envelope, which will be submitted to authorized officer of CSD (Mr. Md. Shahidul Islam-01313480000 or Mr. Kazi Shakhawat Hossain-01755556050), Corporate Head Office on or before 11.01.2023 within 2:00 pm and be clearly marked "**Item Name must be stated at the top of the Quotation & Envelope.**"
- 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.

  
Abul Bashar Md. Zafry  
SVP & Head of CSD

Corporate Head Office: Shahjalal Islami Bank Tower, Plot-4, Block-CWN (C), Gulshan Avenue Dhaka 1212, Bangladesh. Phone: +88 02 9845457 (Hunting), 9844736, Email: [sjiblh@sjiblb.com](mailto:sjiblh@sjiblb.com), Website: [www.sjiblb.com](http://www.sjiblb.com)