



Reference: SJIBL/CHO/CSD/2023/ 1073
September 12, 2023

Subject: Request for submission of Quotation for Printing MTDR Blocks for Shahjalal Islami Bank Limited with Bank's Security Paper.

Muhtaram,
Assalamu A'laikum.

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

Sl. No.	Name of items	Quantity
1	Mudaraba Term Deposit Receipt (MTDR) Block	1,000 Blocks

Specification of the instruments:

Size	: Length:{2.5" (Counter Part)+7.5" (Main Part)}×Width:3.5"
Leaf per block	: 100 leaves
Paper	: Security Paper would be supplied by the bank (Size: 18"x23")
Printing	: Front side four colour offset print
Perforation	: One vertical micro perforation
Serial Number	: Two parts normal number
Front & Back Cover	: 200 gsm Art Card with front side bi-colour printing and one solid colour
Binding & Packing	: 10 blocks bundled with ribbon/rope and packed by quality craft/offset paper with labeling on each packet containing quantity and serial number of the blocks
Other Specification	: As per bank approved design & specification

Terms & Conditions:

1. Quotations should be submitted in vendor's own letter head pad.
2. Complete proposal/offer must be signed with date by the authorized representative of the company.
3. Rate and amount for printing of the items should be mentioned separately.
4. Quoted Price must exclude VAT (**VAT would be borne by the Bank**) and include TAX and any kind of charges thereof.
5. Quoted price should include cost of printing, cover pages, perforation, binding, Packing etc.
6. Quoted price should include delivery charges.
7. Designs should be as per requirement of Shahjalal Islami Bank Limited and to be completed by vendor.
8. Security papers should be collected from Bank's Central Godown at Foster Real Estate (1st Floor), House # 43, Road # 11, Block # F, Banani, Dhaka.
9. Quantity of security paper (considering acceptable wastage) should be mentioned separately in quotation.
10. Work Order should be issued in favour of successful bidder.
11. Delivery of the items is to be done at the Central Godown of Shahjalal Islami Bank Limited presently located at Foster Real Estate (1st Floor), House # 43, Road # 11, Block # F, Banani, Dhaka within 20 (twenty) days from approval of final/machine proof.



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Terms & Conditions (Cont'd):

12. Payment will be made through Payment Order or directly to vendor's account maintained with Shahjalal Islami Bank Limited after successful completion of the job subject to submission of final bill. No advance payment will be allowed.
13. In case of failure to complete delivery of the items within stipulated time, penalty will be imposed at the rate of 5% on daily basis and to be deducted from bill amount. Bank must be informed for any foreseeable delay due to uncontrolled situations prior to exceed the delivery lead time which may be considered by the bank if situation justify such delay and the decision of CSD will be final in this regard.
14. In the event of supply of the said item which does not match with the required specification, quantity, quality or is of substandard quality, the Bank reserves the right for outright rejection of the product and the supplier will have to take back their supplied product at their own cost and will replace with acceptable quality within the time frame as mutually agreed upon by the bank and by the supplier. In such case, cost of additional security paper shall be borne by the vendor.
15. 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 14.09.2023 within 12:00 pm and **"Item Name must be stated at the top of the Quotation & Envelope."**
16. 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,

Mahmudul Shamim Talukder
EVP & Head of CSD

