



Common Services Division

Ref: SJIBL/HO/CSD/2024/ 50

Date: January 14, 2024

Subject: Request for submission of quotation for Supplying 'Customized facial tissue boxes' for the Bank.

Muhtaram,
Assalamu A'laikum.

We are pleased to request you to submit sealed quotation for the following item as per terms and conditions mentioned hereunder:

Customized Facial Tissue Box	
Quantity	: 3,000 Boxes
Paper of Box	: 300 gsm Swedish Board
Size of Box	: 9"x4.5"x3" after making
Size of Tissue	: 8.5"x7.5" (Before folding) & 8.5"x3.75" (After folding)
Quantity of Tissue	: 120x2ply=240 sheets per Box
Printing	: Front side 4 colour offset printing
Lamination	: UV Lamination on front side of the box
Packing	: 48 Tissue boxes in a master carton with label
Other Specification	: As per bank's approved design & specification

Terms and Conditions:

- Price must 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 Charge.
- Delivery lead-time must be mentioned in the offer.
- Delivery is to be done Central Godown of the Bank at Foster Real Estate Ltd. (1st 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 the time frame mutually agreed between the vendor and the Bank.
- 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., Corporate Head Office, Gulshan, Dhaka- 1212."
- Quoted price must be valid for at least 1 (One) year because Bank may go for reproduction of the same as and when required basis through issuing successive work order(s) to successful bidder(s).

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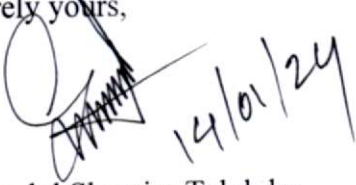
Terms and Conditions (Contd.):

- h) Proposal/Offer is to be submitted in sealed envelope to the authorized officer of CSD (Mr. Muhammad Shahidul Islam, Phone-01313480000 & Mr. Md. Belayet Hossain, Phone-01755556050) Corporate Head Office of the Bank at Shahjalal Islami Bank Tower (5th floor), Plot-4, Block-CWN(C), Gulshan Avenue Dhaka-1212 on or before 21.01.2024 within 2:00 pm. "Name of Item" must be mentioned at 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,


14/01/24
Mahmudul Shamim Talukder
EVP & Head of CSD
