

Common Services Division
Corporate Head Office

Reference: SJIBPLC/CHO/CSD/2024/843

August 15, 2024

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

Muhtaram,
Assalamu A'laikum Warahamtullah.

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

Group-A:

Sl. No.	Description	Qty.
1	Cheque Book Requisition Slip	
	Size	: 7.50"(W) x 4.50"(H)
	Paper	: 55gsm Best Quality offset paper
	Pads	: 100 Sheets in a pad
	Printing	: Front side Bi-color offset print
	Binding	: Pad binding by gray solid board (bottom) & quality craft/offset paper (top)
	Packing	: 50 pads in a bundle packed with craft/offset paper
	Other Specification	: As per bank approved design & specification
2	TP & SBS Reporting Form	
	Size	: 8.50"(W) X 12"(H) (After Cutting)
	Paper	: 100 GSM Best Quality Papertech/Partex offset paper
	Printing	: Front side 4 (Four) colour offset print
	Packing	: 100 form loose bundle by gudder & 5 bundle (500 forms) packed by quality craft/offset paper with label.
	Other Specification	: As per bank's approved design specification
3	Personal Information Form	
	Size	: 8.50"(W) X 12"(H) (After Cutting)
	Paper	: 100 GSM Best Quality Papertech/Partex offset paper
	Printing	: Front side 4 (four) colour offset print
	Packing	: 100 form loose bundle by gudder & 5 bundle (500 forms) packed by 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 the Central Godown of Shahjalal Islami Bank PLC., 1137, Khilbarir Tek, 2nd Floor, Nurur Chala, Vatara, 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 & the Bank.



Common Services Division
Corporate Head Office

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

- f) 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).
- g) 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.
- h) 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."
- i) 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. Md. Belayet Hossain-01755556050), Corporate Head Office on or before 21.08.2024 within 12:00 pm and "**Group Name must be stated at the top of the Quotation & Envelope.**"
- j) 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