



Common Services Division

Ref. No.: SJIBPLC/CHO/CSD/2024/737

Date: July 16, 2024

Subject: Request for submission of quotation for printing & supply of 'Visiting Cards' for the Bank.

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:

Sl No	Description
1	Visiting Card with 300gsm Art Card
	Size : 3.2" (W)x 2.0" (H)
	Paper : 300 gsm Art Card
	Printing : Front Side Bi-colour offset printing
	Lamination : Both side glue lamination
	Quantity : Minimum 200 cards for 1 (One) person and minimum 1,000 pcs cards for 5 (five) persons in a single order
	Packing : 100 pcs card per box
	Other Specification : As per bank's approved design & specification
2	Visiting Card with 300gsm Emboss Card
	Size : 3.2" (W)x 2.0" (H)
	Paper : 300 gsm Emboss Card (As per Bank's sample)
	Printing : Front Side Bi-colour offset printing
	Lamination : Not applicable
	Quantity : Minimum 500 cards for 1 (One) person in a single order
	Packing : 100 pcs card per box
	Other Specification : As per bank's approved design & specification

Terms and conditions:

- a) Price should be quoted for printing visiting card as per following format mentioning item wise specification:

Sl. No.	Particulars	Quantity	Unit Rate (Excl. VAT & Incl. Tax)
1	Visiting Card with 300gsm Art Card	1 Piece	To be quoted by vendor
2	Visiting Card with 300gsm Emboss Card	1 Piece	To be quoted by vendor

- b) Quoted Price must exclude VAT (VAT would be borne by the Bank) and include Tax and any kind of charges thereof.  
c) Quoted Price must include delivery charges.  
d) Delivery lead-time must be mentioned in the offer.

*Attn*

*[Signature]*



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Terms and conditions (Contd.):

- e) Work order will be issued in favour of successful bidder(s) at the approved rate and Bank may select one more vendor for performing the job. This is to be mentioned here that visiting cards would be printed throughout the tenure of work order as per actual requirement of CSD, Corporate Head Office of the Bank.
- f) Delivery is to be done at CSD, Corporate Head Office, Shahjalal Islami Bank Tower (2nd floor), Plot-4, Block-CWN(C), Gulshan Avenue, Dhaka-1212.
- g) In the event of supply of 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.
- h) Quoted price shall remain valid for at least 01 (One) year.
- i) 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, Dhaka.
- j) Proposal / Offer is to be submitted in sealed envelope into the tender box or to the authorized officer (Muhammad Shahidul Islam, SEO, Md. Shahed, FEO, Mobile: 01755-556050) of CSD, corporate head office at the under noted address on or before 24.07.2024 (Wednesday) within 2:00pm and be clearly marked "Quotation for Printing and supply of Visiting Card" at the top of the envelope.
- k) 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 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,

Mahmudul Shamim Talukder  
EVP & Head of CSD

*M. Talukder*