

Ref. No.: SJIBL/CHO/CSD/2023/81

Date: January 18, 2023

Subject: Request for submission of quotation for printing & supplying 'Visiting Cards' for Shahjalal Islami Bank Limited.

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/matt 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 in quality box Other : As per bank's approved design & specification 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 Quantity : Minimum 500 cards for 1 (One) person in a single order Packing : 100 pcs card in quality box Other : As per bank's approved design & specification Specification

Terms and conditions:

a) Price should be quoted for printing each card as per following format:

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.







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Terms and conditions(Contd.):

- e) Work order would be issued in favour of successful bidder(s) and Bank may select one more vendor for performing the job.
- f) Delivery is to be done at CSD, Corporate Head Office, Shahjalal Islami Bank Tower (5<sup>th</sup> 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 because bank will print visiting cards throughout the year as and when required basis.
- 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 Limited, SJIBL Tower, Plot-4, Block- CWN(C), Gulshan Avenue, Dhaka-1212."
- j) Proposal / Offer is to be submitted to the authorized person (Muhammad Shahidul Islam or Md. Belayet Hossain, Contact number: 01755556050) of Common Services Division on or before 23.01.2023 within 2:00pm.
- 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.

  
18/01/23

Mahmudul Shamim Talukder  
EVP & Head of CSD