



Common Services Division
Corporate Head Office

Reference: SJIBPLC/CHO/CSD/2024/ 167

February 19, 2024

Subject: Request for submission of quotation for printing and supply of "Customized Deposit Book" for Shahjalal Islami Bank PLC.

Muhtaram,

Assalamu A'laikum Warahamtullah.

We are pleased to request you to submit your quotation **through email- belayet4345@sjibld.com** for the following items under the terms and conditions mentioned hereunder:

| Sl. No. | Description | Qty. |
|---------|---|-------------------|
| 1 | Customized Deposit Book (Book Binding)- Bhaluka SME/Krishi Branch, SJIB PLC. | 1400 Books |
| | Size : 8.3"(H)X11.0"(W) (After binding) | |
| | Paper : 80 gsm Offset Paper(Partex/Papertech) | |
| | Page per book : Inner: 12 sheets Cover: 2 sheets(top & bottom) | |
| | Printing : Front side of all inner sheets single colour offset printing. | |
| | Perforation : Inner all sheets two vertical dye perforation. | |
| | Binding : Pin binding by two quality stapler pin(24x6)- Height wise | |
| | Packing : 50 Books in a bundle by strong thread & packed by craft paper with label | |
| | Other Specification : As per bank approved design & specification | |
| | Delivery Time : 03 Days from approval of final/machine proof | |

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., Foster Real Estate (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 & the Bank.
- Complete proposal/offer must be signed with date by the authorized representative of the company.
- Proposal/Offer is to be submitted **through email**, which will be submitted to authorized officer of CSD (Mr. Md. Belayet Hossain-01755556050, email- **belayet4345@sjibld.com**), Corporate Head Office on or before **20.02.2024 within 3:00 pm** and **"Item Name must be stated at the subject of the Quotation email."**

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Subject: Request for submission of quotation for printing and supply of "Customized Deposit Book" for Shahjalal Islami Bank PLC.

Terms and Conditions (Cont'd):

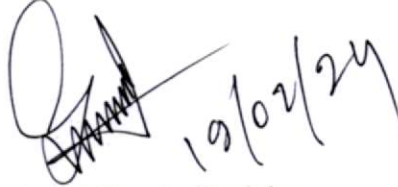
- h) Bank reserves the right not to purchase the item(s) from the lowest bidder(s) and to accept or reject any or all of the quotations with or without assigning any reason whatsoever. Bank also reserves the right to negotiate with the participating vendors regarding price, warranty and specification 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.


19/02/24
Mahmudul Shamim Taukder
EVP & Head of CSD 