



Common Services Division  
Corporate Head Office

Reference: SJIBPLC/CHO/CSD/2024/886

August 22, 2024

Subject: Request for submission of quotation for printing & supplying different printing stationery items (Group-E) 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-E:

Sl. No.	Description		Qty.
1	<b>KYC- Mudaraba Term Deposit Receipt/Mudaraba Scheme Deposit</b>		30000 pcs
	Size	8.50"(W) X 12"(H) (After Cutting & Folding) & 17"(W) X 12"(H) (Before Folding)	
	Paper	100 GSM Best Quality Papertech/Partex offset paper	
	Set	2 Sheets (4 Pages) in each form & Each form folded in the middle	
	Printing	All pages both 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	
2	<b>KYC-Institutional Account</b>		10000 pcs
	Size	8.50"(W) X 12"(H) (After Cutting & Folding) & 17"(W) X 12"(H) (Before Folding)	
	Paper	100 GSM Best Quality Papertech/Partex offset paper	
	Set	2 Sheets (4 Pages) in each form & Each form folded in the middle	
	Printing	All pages both 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	<b>Nominee Related Form</b>		10000 pcs
	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	
4	<b>Agreement of Hire Purchase Under Shirkatul Melk (HPSM)</b>		20000 pcs
	Size	13.5"(H)X17"(W) & 13.5"(H)X8.5"(W) after Folding	
	Paper	68gsm Best Quality Bashundhara Ledger paper	
	Printing	Both side single color offset print	
	Packing	Each form folded in the middle, 100 forms loose bundle by paper lebel/rubber band and 5 bundles packed by quality craft paper.	
	Other Specification	As per bank's approved design specification	



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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, Khilbari Tek, 2<sup>nd</sup> 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.
- 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).
- 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.
- 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."
- 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 28.08.2024 within 2:00 pm and "**Group Name must be stated at the top of the Quotation & Envelope.**"
- 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