

Reference: SJIBL/CHO/CSD/2022/1605

August 30, 2022

Subject: Request for submission of quotation for printing & supplying "AOF & KYC: Mudaraba Term Deposit Receipt/Mudaraba Scheme Deposit" for Shahjalal Islami Bank Limited.

Muhtaram,

Assalamu A'laikum Warahamtullah.

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

Sl. No.	Description	Qty.
1	Account Opening Form-Mudaraba Term Deposit Receipt/Mudaraba Scheme Deposit	25,000 Books
	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	
	Pages : 05 (Five) sheets (10 Pages) in a book	
	Printing : All pages both side 4 (Four) colour offset print	
	Binding : Each book folded in the middle (04 sheets folding & 1 sheet stick with glue) & making of books by 02 (two) nos quality stapler pin	
	Packing : 100 books packed by quality craft/offset paper with label.	
Other Specification : As per bank's approved design specification		
2	KYC- Mudaraba Term Deposit Receipt/Mudaraba Scheme Deposit	25,000 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	

**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 Limited, Foster Real Estate (1<sup>st</sup> 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 15 days from the date of rejection.
- 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.