



Common Services Division
Corporate Head Office

Reference: SJIBPLC/CHO/CSD/2025/064

July 22, 2025

Subject: Request for submission of quotation for printing & supplying "Different Printing Stationery Items" 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 and conditions mentioned hereunder:

Sl. No.	Description	Qty.
1	Account Opening Form-Govt./Semi-Govt./Autonomous Institutional Account	
	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	: 04 (Four) sheets (8 Pages) in a book
	Printing	: All pages both side 4 (Four) colour offset print
	Perforation	: All pages vertical dye perforation
	Binding	: Each book folded in the middle (04 sheets folding) & 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-Govt./Semi-Govt./Autonomous Institutional Account	
	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
3	Cash Balance Register	
	Size	: 13.25"(H) x 8.25"(W)
	Paper	: 68 gsm Bashundhara best quality ledger paper
	Folios	: 100 folios 200 pages in a book
	Printing	: Both side single color offset print & each pages numbering
	Binding	: Register binding with half leather, rexin on top & 2 lbs grey solid board
	Packing	: 10 books in a bundle covered & packed by quality craft/offset paper with label
	Other Specification	: As per bank approved design & specification
	Cheque Issue Register	
	Size	: 13.25"(H) x 8.25"(W)
	Paper	: 68 gsm Bashundhara best quality ledger paper
	Folios	: 100 folios(200 pages & each page numbering) in a book
	Printing	: Both side single color offset print & each pages numbering
	Binding	: Binding(H) with half leather, rexin on top & 2 lbs grey solid board
	Packing	: 10 registers in a bundle covered & packed by quality craft/offset paper with label
	Other Specification	: As per bank approved design & specification

Sub *Thank* *20*



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Terms and Conditions:

- a) Quoted Price must **exclude VAT (VAT would be borne by the Bank)** and include TAX and any kind of charges thereof.
- b) Quoted Price must include delivery Charges.
- c) Delivery lead-time must be mentioned in the offer.
- d) Delivery is to be done at the Central Godown of Shahjalal Islami Bank PLC., 1137, Khilbarir Tek, 2nd Floor, Nurur Chala, Vatara, Dhaka.
- e) 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.
- f) 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).
- g) 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.
- h) 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, Gulshan, Dhaka- 1212."
- i) 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 28.07.2025 within 2:00 pm and **"Item Name must be stated at the top of the Quotation & Envelope."**
- j) 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,


Abul Bashar Md. Zafry
SVP & Head of CSD

