

Common Services Division
 Corporate Head Office

Ref: SJIBPLC/CHO/CSD/2025/965

July 21, 2025

Subject: Request for submission of quotation for printing & supplying 'Document Jacket Cover' 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	Document Jacket Cover		8,000 Pcs
	Size	16.50"(L) x 10.50"(W) x 2.5"(H) (After Folding)	
	Plastic quality	Front Side: Water Color Plastic with a pocket (3.75"x2.5"), Back Side: Blue Color Plastic as per sample	
	Printing	Front side single color print	
	Stitching	All side stitching with 0.50" artificial fabric after heat sealing of all sides	
	Locking	Belco - 5" x 1" (attached with strong stitching)	
	Packing	25 pcs Jacket Cover packet by poly bag & 10 packets filled in a strong carton binded by rope/lace	
Other Specification	As per bank approved design & specification		

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 the time frame mutually agreed between the vendors & the Bank.
- 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) Sample should be submitted along with the quotation mentioning brand, weight in gsm and country of origin.
- 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.

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Subject: Request for submission of quotation for printing & supplying 'Document Jacket Cover' for Shahjalal Islami Bank PLC.

Terms and Conditions (Cont'd):

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."**

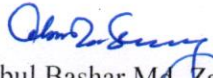
- j) Bank reserves the right not to purchase the item(s) from the lowest bidder(s) and to accept or reject any or all of the quotations with or without assigning any reason whatsoever. Bank also reserves the right to negotiate with the participating vendors regarding price, warranty and specification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