

CSD, Corporate Head Office

Ref. No.: SJIBPLC/CHO/CSD/2026/309
Date: April 5, 2026

Subject: Request for submission of Quotation (RFQ) for printing and supply of '25th Anniversary Notebook' for the Bank.

Muhtaram,
Assalamu A'laikum.

We are pleased to invite sealed quotations for printing and supply of '25th Anniversary Notebook' as per following specification, terms & Conditions:

Description of Item	
Name	: 25 th Anniversary Notebook
Quantity	: 10,000 pcs Notebooks with 10,000 pcs Box
Size	: 8.5" x 5.6" (after making)
Paper (Cover)	: 300 GSM Art Card
Paper (Inner)	: 80 gsm local colour (cream) paper
Page per book	: 100 sheets (200 pages)
Printing	: Front & Back Cover: Front side 4 (four) colour print Inner: Both side 4 (four) colour print
Lamination	: Matt & Spot lamination on front side of front & back cover page
Perforation	: Vertical Die Perforation on inner last 10 sheets
Die Cutting	: Die/corner cutting of notebook inner & cover pages
Binding	: Juice binding with stitch and perfect glue
Box of Note Book	: 300 gsm Swedish Board with front side 4 (four) colour) print with die cutting
Packing	: 25 (Twenty-Five) pcs in a strong carton. <u>Notebooks must be inserted into the box individually before packing.</u>
Delivery time	: Within 7 (Seven) days from approval of machine proof
Design	: Artwork design would be provided by the Bank
Other Specification	: as per bank's approved design & specification

Terms and Conditions:

- Quoted Price must be excluding VAT (VAT would be borne by the Bank) & including Tax and any kind of charges thereof.
- Rate and amount should be mentioned separately and total amount should be mentioned in figure and in words.
- Quoted Price must include delivery Charges.
- Delivery lead-time must be mentioned in the offer.
- Delivery is to be done at Common Services Division (2nd floor), Shahjalal Islami Bank PLC., Corporate Head Office, Shahjalal Islami Bank Tower, Plot-4, Block-CWN(C), Gulshan Avenue, Dhaka-1212.


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Other terms and conditions (Contd.):

- f) 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 bank and the supplier.
- g) In case of late delivery, penalty will be imposed at the rate of 1% of total work order value on daily basis up to 10% and to be deducted from final bill of supplied item(s). Bank must be informed for any foreseeable delay due to uncontrolled situations prior to exceed of the delivery lead time which may be considered by the bank if situation justify such delay and the decision of CSD will be final in this regard.
- h) Payment would be made through payment order or directly to vendor's account maintained with Shahjalal Islami Bank PLC. after successful completion of the work subject to submission of related bill. Advance payment is not allowed.
- i) Paper brand and country of origin must be mentioned in the offer and in submitted paper sample.
- j) 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, Plot-4, Block-CWN(C), Gulshan Avenue, Dhaka-1212, Bangladesh'.
- k) Proposal / Offer is to be submitted in **sealed envelope** at CSD, Corporate Head Office at the undernoted address **on or before 08.04.2026 (Wednesday) within 2:00 pm** and be clearly marked "Quotation for Printing and Supply of 25th Anniversary Notebook for SJIBPLC" on the top of the envelope.
- l) 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).

Ma-assalam.


Abul Bashar Md. Zafry
Executive Vice President &
Head of CSD





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