



CSD, Corporate Head Office

Ref. No.: SJIBPLC/CHO/CSD/2026/178

Date: February 24, 2026

Subject: Request for submission of Quotation (RFQ) for printing and supply of 'Agent Banking Leaflet' and 'Anti Money Laundering Leaflet' for Shahjalal Islami Bank PLC.

Muhtaram,
Assalamu A'laikum.

We are pleased to invite sealed quotations for printing and supply of following items for the Bank as per following specification, terms & Conditions:

SL No	Description of Item	Quantity
1	Agent Banking Leaflet	
	Size	: Width-3.5"x Height-8" (After cutting)
	Paper	: 120 gsm Art Paper
	Printing	: Front side 4 colour offset printing
	Lamination	: Front Side Matt Lamination
	Binding & Packing	: 200 pcs leaflet loose bundle by gudder/paper ribbon and 1,000 pcs packed by craft/offset paper and 5,000 pcs leaflet in a strong carton with label
	Design	: Artwork would be provided by Bank
Other Specification	: as per bank's approved design & specification	
2	Anti Money Laundering Leaflet	
	Size	: Width-8.3"x Height-11.5" (After cutting)
	Paper	: 120 gsm Art Paper
	Printing	: Front side 4 colour offset printing
	Lamination	: Front Side Matt Lamination
	Binding & Packing	: 200 pcs leaflet loose bundle by gudder/paper ribbon and 1,000 pcs packed by craft/offset paper and 5,000 pcs leaflet in a strong carton with label
	Design	: Artwork would be provided by Bank
Other Specification	: as per bank's approved design & specification	

Other terms and conditions:

1. Rate should be quoted excluding Govt. VAT (VAT would be borne by the Bank) & including Tax & other related charges.
2. Quoted Price must include delivery Charges.
3. Offered rate must be valid for at least one year because bank may go for reprinting of the said item(s) or other items of similar specification as and when required basis through issuing successive work orders to successful bidder(s). Price should not be increased with the increase of currency rate or increase in Government VAT, Tax or any other incidental charges within the validity period.
4. Delivery lead time must be mentioned in the offer.

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Other terms and conditions (Contd.):

5. Delivery of the items is to be done at Common Services Division, Corporate Head Office, Shahjalal Islami Bank Tower (2nd floor), Plot-4, Block-CWN(C), Gulshan Avenue, Dhaka-1212, Bangladesh.
6. 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'.
7. Payment will be made through Payment Order or directly to vendor's account maintained with Shahjalal Islami Bank PLC. within Fifteen days from submission of bill subject to successful completion of the whole work. Advance payment is not allowed.
8. In case of late delivery, penalty will be imposed at the rate of 2% on daily basis upto 10% of total work order amount and would be deducted from final bill. Bank must be informed for any foreseeable delay due to uncontrolled situations prior to exceed 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.
9. In the event of supply of the said item which does not match with the required specification, quantity, quality or is of substandard quality, the bank reserves the right for outright rejection of the product and vendor will have to take back the supplied product at their own cost and will replace with acceptable quality within the time frame as mutually agreed upon by the vendor and the bank.
10. 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).
11. Quotations will be received up to 2:00 pm within March 1, 2026 (Sunday) by the authorized officers (Mr. Muhammad Shahidul Islam, or Mr. Md. Belayet Hossain, Phone: 01755556050) at CSD, Corporate Head Office, Shahjalal Islami Bank PLC., Shahjalal Islami Bank Tower, Plot-4, Block-CWN(C), Gulshan Avenue, Dhaka-1212, Bangladesh.

Ma-assalam.


Abul Bashar Md. Zafry
EVP & Head of CSD
