

Date:

Subject: Request for submission of application along with necessary information for enlistment of vendor for the bank.

ENLISTMENT FORM

Required Parameter	:	Information of supplier
1. Name of the Company	:	
2. Name of Proprietor/CEO/MD/Chairman	:	
3. Telephone or cell number	:	i) ii)
4. E-mail address	:	
5. Present/mailling address	:	
6. Office/Registered office address	:	
7. Factory/Showroom address	:	
8. Date of company establishment	:	
9. Trade License number and expiry date	:	
10. TIN number (e-TIN)	:	
11. VAT Registration Number and category	:	
12. BIN no(if any)	:	
13. A/c No. of the company with name of Bank & Branch	:	
14. Name, contact number and e-mail address of the Contact person	:	
15. Address and contact number of the support office/branches across the country (if necessary please enclosed another sheet)	:	
16. Name of the partners and status of the partnership (if any)	:	
17. Product or service wise Client List (at least 5 clients)	:	
18. Name of the offered product/services/goods	:	
19. Highest amount of Work/Purchase order (amount & Institution name)	:	

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20. Financial soundness/ Bank solvency certificate (Bank statement for 01 year)	:	
21. Vendor's previous business relationship history with Shahjalal Islami Bank Ltd (if any)	:	
22. Other information if any	:	

Shahjalal Islami Bank Limited reserves the right to accept or reject any or all application(s) of enlistment as well as the enlistment of vendors may also be cancelled at any time without showing any reason. Noted that enlistment doesn't mean assurance of work.

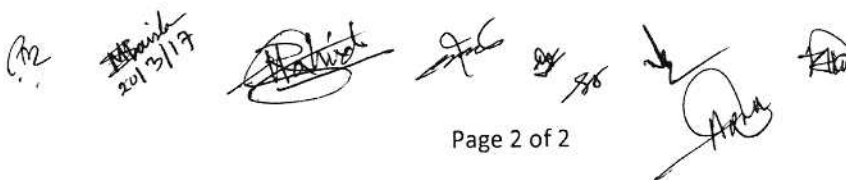
Documents to be attached (put tick mark):

<input type="checkbox"/>	1	Application for enlistment on organization's own Letter Head Pad.
<input type="checkbox"/>	2	Photocopy of up to date Trade License.
<input type="checkbox"/>	3	Photocopy of Vat Registration Certificate.
<input type="checkbox"/>	4	Photocopy of e-TIN Certificate
<input type="checkbox"/>	5	Two Copies of recent colour photographs and one of National Identity Card/Smart Card of Chairman/CEO/Proprietor/Managing Director and authorized person(s).
<input type="checkbox"/>	6	Company Profile along with CV of the authorized person(s) to deal with Bank.
<input type="checkbox"/>	7	Experience Certificate of at least 3 (three) existing corporate customers (Banks should be preferable) at a date within last six months.
<input type="checkbox"/>	8	Document authenticating authorized distributorship in relevant principal (if any)
<input type="checkbox"/>	9	Title deed (if own premises)/Lease agreement (if rented)
<input type="checkbox"/>	10	List of available Machinery/Equipment in relevant field (if any)
<input type="checkbox"/>	11	Any other documents seemed necessary to authenticate the information given.

Last date of submission: 6 April 2017

Address to:

Md. Mahbubur Rasheed
EVP & Member Secretary
Procurement Committee
Shahjalal Islami Bank Limited
Head Office, Dhaka



 The bottom of the page contains several handwritten signatures and dates. From left to right, there is a signature 'M2', a date '2017/3/17', a signature 'Mahbubur Rasheed', a signature 'Jas', a signature 'S6', a signature 'Ara', and a signature 'Ara'.



CSD, Corporate Head Office, Dhaka

Ref. No.: SJIBL/HO/CSD/2018/280
Date: 13.02.2018

Subject: Request for submission of application for enlistment in the category of "supply of printer toner/cartridge" along with quotation for supply of Printer Toner/Cartridge (original & compatible) for the Bank.

Muhtaram,
Assalamu A'laikum.

We are pleased to request you to submit application for enlistment in bank's prescribed format (copy attached) along with quotation for supplying printer toner/cartridge (Separate quotation for original & compatible toner/cartridge should be submitted where applicable) of following models as per terms & conditions mentioned below.

Samsung Printer					
SL No.	Printer Model	Toner Model	SL No.	Printer Model	Toner Model
1	ML-3470D/3471ND	ML-D3470A	7	ML-2010/2571/SCX4521	MLT-D119S
2	ML-3470D/3471ND	ML-D3470B			
3	ML-3310ND	MLT-D205L	8	ML-3820ND	MLT-D203L
4	ML-3310ND	MLT-D205S			
5	ML-1911/2581N	MLT-D1053S	9	CLP-315 (Colour)	Full Set (04 Units)
6	ML-2951ND	MLT-D103L	10	ML-2165	101S
HP Printer					
SL No.	Printer Model	Toner Model	SL No.	Printer Model	Toner Model
1	HP LJP-2015	53A	5	HP-LJPro-402	CF260A
2	HP LJP-2035	05A	6	HP-1102	85A
3	HP LJP-1020/1010	12A	7	HP LJP-1320	49A
4	HP-LJPro-400	CF280A	8	HP 3015dn	55A
Canon Printer					
SL No.	Printer Model	Toner Model	SL No.	Printer Model	Toner Model
1	Canon LBP-1210	EP-25	5	Canon LBP-6230	326
2	Canon LBP-6000/6030	325	6	Canon LBP-6300	319
3	Canon LBP-3000	303	7	Canon Officejet ip-2772 Colour	Black-810 XL Colour-811 XL
4	Canon LBP-3300	308	8	Canon LBP-352X	039

Terms and conditions for submitting quotations for printer toner/cartridge:

1. Price should be quoted including Govt. VAT & Tax.
2. Price should be quoted including delivery charges and all other charges.
3. Toner Yield/Print quantity must be mentioned in the quotation.
4. Quoted price must be valid for at least one year.
5. Warranty Period should be mentioned in the quotation.
6. Master work order(s) should be issued to the successful bidders(s) under which the vendors will supply required Toner/Cartridge on demand basis from ready stock and urgent service may be required within 2/3 hour.

[Handwritten signatures]



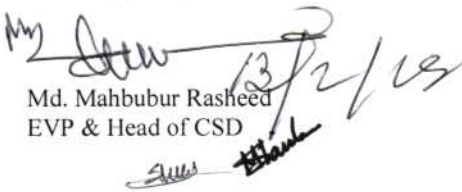
Ref. No.: SJIBL/HO/CSD/2018/280

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7. Price should not be increased with the increase of currency rate or increase in Government Vat, Tax or any other incidental charges within validity period of the Master work order.
8. The Printer toners/cartridges should be supplied to Common Services division (CSD), Corporate Head Office, Shahjalal Islami Bank Tower, plot No-4, Block - CWN (C), Gulshan Avenue, Dhaka-1212 at vendor's/supplier's own cost.
9. No advance payment will be given.
10. Bills should be paid Through Payment Order or directly to the account maintained with SJIBL within 10-15 days from the submission of the bill.
11. 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 the vendors will have to take back the supplied product at your their cost and will replace with acceptable quality within the time frame as mutually agreed upon by the vendor and the bank.
12. The Management reserves the right to accept or to reject any or all quotations without assigning any reason thereof and can make change in the terms and conditions from time to time.
13. Quotations should be submitted in sealed envelopes addressing the Member Secretary, Procurement Committee, Shahjalal Islami Bank Limited, Corporate Head Office, Shahjalal Islami Tower, Plot No-4, Block - CWN (C), Gulshan Avenue, Dhaka -1212 as per attached format on or before 20.02.2018.
14. In case of enlistment, qualified vendor (s) should have to submit security deposit (refundable) for an amount of BDT. 20,000.00 (Taka Twenty Thousand) only Through payment order in favour of Shahjalal Islami Bank Limited issued from any scheduled bank.

Ma-assalamah.
Sincerely yours,


Md. Mahbubur Rasheed
EVP & Head of CSD