Ref: SJIBPLC/CHO/CSD/2026/713
Date: July 22, 2026

Subject: Request for submission of quotation for delivery of Security Instruments (Cheque, Pay Order etc.) of Shahjalal Islami Bank PLC.

Muhtaram,
Assalamu A'laikum.

We are pleased to invite sealed quotations from Local Courier Companies for above purpose as per terms and conditions mentioned below:

Terms and conditions:

a. Rate should be quoted excluding VAT (VAT would be borne by the Bank) & including TAX and any kind of charges thereof.
b. Rate should be quoted as per following format:

Sl. No.	Name of Work	Quantity/weight	Unit Rate in BDT (Excluding VAT & Including Tax)	
			Inside Dhaka	Outside Dhaka
1	Delivery of Security Instruments (Cheque, Pay Order etc.)	1st packet Up to 500 leaves/1 Kg	To be quoted by vendor	To be quoted by vendor
2		Next each 1 Kg	To be quoted by vendor	To be quoted by vendor

c. Quoted price shall remain valid for at least 01 (One) year and offer validity should be clearly mentioned in the quotation.
d. Security Instruments should be collected from the Office of our selected printing vendor (Printing vendor may change from time to time) located at Dhaka. At present two vendors are working with the Bank and their office is at Motijheel and Kakrail.
e. Security Instruments collected from the printing vendor must be packed again with quality poly bag and labeled prior to delivery of the same to the branches to make the instruments more secured.
f. Security Instruments should be collected from printing vendor on daily basis and delivery of the items should be completed within 24 hours to Dhaka based branches and within 48 hours to 72 hours to the branches located outside of Dhaka. Noted that Security Instruments must be delivered at branch level at the cost of vendor.
g. Late Delivery: In case of late delivery, penalty will be imposed @BDT500.00 on daily basis up to BDT2,000.00 for delayed challan(s) and to be deducted from running bill. In addition to this, all financial or reputational losses in this regard will be borne by the vendor as imposed by the Bank.
h. Loss of Security Instruments: Vendor should be liable for any unauthorized use or loss, damage, destruction of any Security Instruments prior delivery to the respective branches of the Bank except those causes which are beyond control such as Act of God, Act of Government, Strikes, War, Civil Commotion etc. and should be bound to compensate the cost of lost Security Instruments which would be deducted from running bill. In such cases, no payment will be allowed for the lost challan(s) and the vendor should be bound to compensate the cost of lost cheque books which would be deducted from running bill.
i. Payment: Bills for delivery of Security Instruments should be paid on monthly basis through Payment Order or directly to the Account of the Vendor maintained with SJIBPLC. Advance payment is not allowed.

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Terms and conditions (Contd.):

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, Shahjalal Islami Bank Tower, Gulshan Avenue, Dhaka-1212, Bangladesh'.

k. Proposal/Offer is to be submitted in sealed envelope into the tender box or to authorized officer of CSD (Mr. Md. Shahidul Islam, JAVP, Mobile-01313480000/Mr. Md. Belayet Hossain, JEO, Mobile-01755556050), at the undernoted address **on or before July 29, 2026 within 2:00 pm** and be clearly marked "Quotation for delivery of Security Instruments" at the top of the envelope.

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

Key information for submission of quotation		
Total No. of Existing Branches of the Bank	:	142 Branches & 5 Sub-branches (Location available on Bank's website)
Total No. of Existing Agent Banking Outlet	:	155 Agent Banking Outlet
Requesting branches per day (Average)	:	125-135 Branches and 30-40 Agent outlets

m. Documents to be enclosed with quotation:
   i. Copy of Trade License
   ii. Copy of BIN
   iii. Copy of TIN & proof of tax return
   iv. Copy of License from competent authority as Mailing Operator/Courier Service
   v. Authorization and copy of agreement (in case of authorized agent)
   vi. Bank Solvency Certificate/Account Statement for at least last 6 months
   vii. National ID and Passport Size photograph of Proprietor/MD/CEO
   viii. Company Profile in brief along with CV of authorized person to deal with the Bank
   ix. Proof of Experience in supplying security instruments
   x. Any other document deemed necessary

Please contact the office of undersigned for any type of clarifications in this regard.
Manipulation or any kind of unusual approach or failure to submit the proposal /offer will be treated as "Disqualification" to attend in the bidding.

Ma-assalam.

Sincerely yours,

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