



CSD, Corporate Head Office

Ref. No.: SJIBL/CHO/CSD/2020/ 185

Date: February 03, 2020

Request for Quotation (RFQ)

Sealed quotations are hereby invited from vendors for supplying 'Linier Ribbon for Employee's ID Card' of Shahjalal Islami Bank Limited. Quotations should be based on the following specification, terms & Conditions:

SL No	Name of Item	Description of Items		Quantity
01	Linier Ribbon for Employee's ID Card	Size	Length-36" (after stitching)/18.00" (after folding) Width-0.80"	3,500 Units
		Fabric	As per Bank's approved sample	
		Hook, Lock & fitting	As per Bank's sample and all parts must be made of Stainless Steel (SS)	
		Printing	both side four colour print	
		Stitching	Perfect long lasting stitching at the joint and stitch covered by SS plate	
		Other Specification	as per bank's approved design & specification	

Other terms & conditions:

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1. Rate should be quoted excluding Govt. VAT (VAT would be borne by the Bank) & including Tax & other related charges.
2. No charges will be borne by the bank for the sample/machine proof to be submitted for selection & it will be borne by the vendor.
3. Offered rate must be valid for at least one year. 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 and country of manufacturing must be mentioned in the offer.
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.
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 Limited, 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 Limited within ten 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 bill amount in addition to forfeiture of the security money. 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.

Handwritten signature and initials

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Other terms and conditions (Contd.):

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 you will have to take back the supplied product at your 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 6th February, 2020 (Thursday) to the authorized officers (Muhammad Shahidul Islam, Phone: 01717170390 or Md. Shahed, Phone: 01911812261) at CSD, Corporate Head Office, Shahjalal Islami Bank Limited, Shahjalal Islami Bank Tower, Plot-4, Block-CWN(C), Gulshan Avenue, Dhaka-1212.
12. Documents to be submitted along with the quotation:
 - i) Up-dated Trade Licence
 - ii) VAT Registration Certificate
 - iii) e-TIN
 - iv) Proof of Experience of similar job.

Ma-assalam.

For Shahjalal Islami Bank Limited

Md. Noor-A-Alam Hossain
Vice President, CSD

Handwritten signature and date:
03.02.2020