

Common Services Division  
Corporate Head Office

November 15, 2021

Subject: Request for submit close quotation for supply, installation, testing and commissioning of SS with acrylic letter LED signboard of Gulshan Branch of the Bank.

- 1.1 **Scope of Bid:** Shahjalal Islami Bank (Here in after referred to as the Bank) willing to receive bids from the renowned firms for supply, installation, testing and commissioning of SS with acrylic letter LED signboard which will be installed at Gulshan Branch, located at Plot No-3/A, Block-CWN(A), Road No.-49, Kamal Ataturk Avenue, Gulshan-2, Dhaka-1212 of the Bank.
- 1.2 **Documents comprising the bid:** i) Valid and up dated Trade License; ii) E-TIN and VAT Certificate/Bin certificate.
- 1.3 **Bid Prices:** Bidders shall quote the price in Bangladeshi Taka (BDT) for the items excluding VAT (**VAT to be borne by the Bank**) and including Tax.
- 1.4 **Bid Validity:** Bid shall remain valid for a period of 03 (Three) months from the date of proposals. In exceptional circumstances, prior to expiry of the original bid validity period, Bank may request the bidder to extend the period of validity for a specified additional period. The request and the responses there to shall be made in writing. A bidder agreeing to the request will not be permitted to modify its bid.
- 1.5 **Deadline of Bid:** The bidder must submit the bids addressing to The SEVP & Head of CSD, Shahjalal Islami Bank Limited, Corporate Head Office, Shahjalal Islami Bank Tower, Plot # 4, Block # CWN(C), Gulshan Avenue, Gulshan Dhaka in closed envelope, duly marking the envelope as addressed above, no later than 3.00 PM on 22.11.2021 (day/month/year).
- 1.6 **Mode of Payment:** Payment will be made after successful installation in all respects and upon receiving NOC from concern authority and subsequent submission of the bill after deducting Tax as per government rules. No advance payment will be allowed.
- 1.7 **Mode of Delivery:** Supplier bound to deliver the product at site at his own arrangement.
- 1.8 **Warranty:** Bidders/vendors should specify the warranty type and period clearly for each of the new items /components. But the warranty period must not be less than 01 (one) year.
- 1.9 **Security Money:** Security money @ 5% will be deducted from final bill which will be kept up to warranty period.

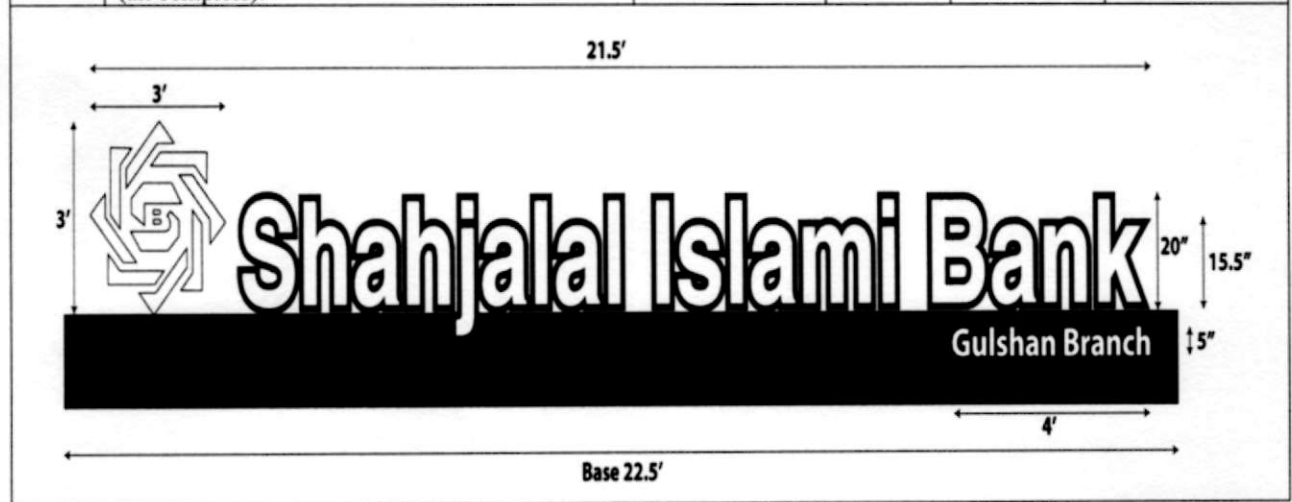


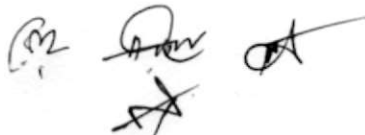
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Sl	Description of Items	Size	Qty.	Unit Rate	Total BDT
1	<b>LOGO:</b> Supply,fitting & fixing of Bank's LOGO (as per below approved design) made by 50 mm thickness Letter, Glosy 1 mm thickness ss sheet grade 304, 3mm thickness acrylic sheet, Brand: Pakistan, 10 mm temperd glass for back side support, 8mm PVC sheet, 6mm flat bar for clampling, 22 gauge sheet for back side covering, cable, high quolity LED light, water prooft power supply and related neceaaary accessories etc.(all complete).	3'-0" x 3'-0"	9 Sft		
2	<b>LED Letter:</b> Supply,fitting & fixing of Bank's LED letter (as per below approved design) made by 50 mm thickness Letter, Glosy 1 mm thickness SS sheet Grade 304, 3mm thickness acrylic sheet, Brand: Pakistan, 8mm PVC sheet, 6mm flat bar for clampling, 22 gauge sheet for back side covering, cable, high quolity LED light, water prooft power supply and related neceaaary accessories etc. (all complete).	21'-6" x 1'-8"	35.91 Sft		
3	<b>Branch Name :</b> Supply,fitting & fixing of Offcut acrylic letter, cable, high quolity LED light, water prooft power supply and related neceaaary accessories etc.(all complete).	4'-0" x 0'-6"	2 Sft		
4	<b>ACP Base Structure:</b> Supply of fitting & fixing foreign made aluminum composite panel (Alcoban/Alcopla Brand) for base structure made by 1.5/2"x1" ms box pipe thickness 1.5mm, cover by silver color ACP and neceaaary hardware accessories etc. (all complete).	22'-6" x 4'-0"	90 Sft		



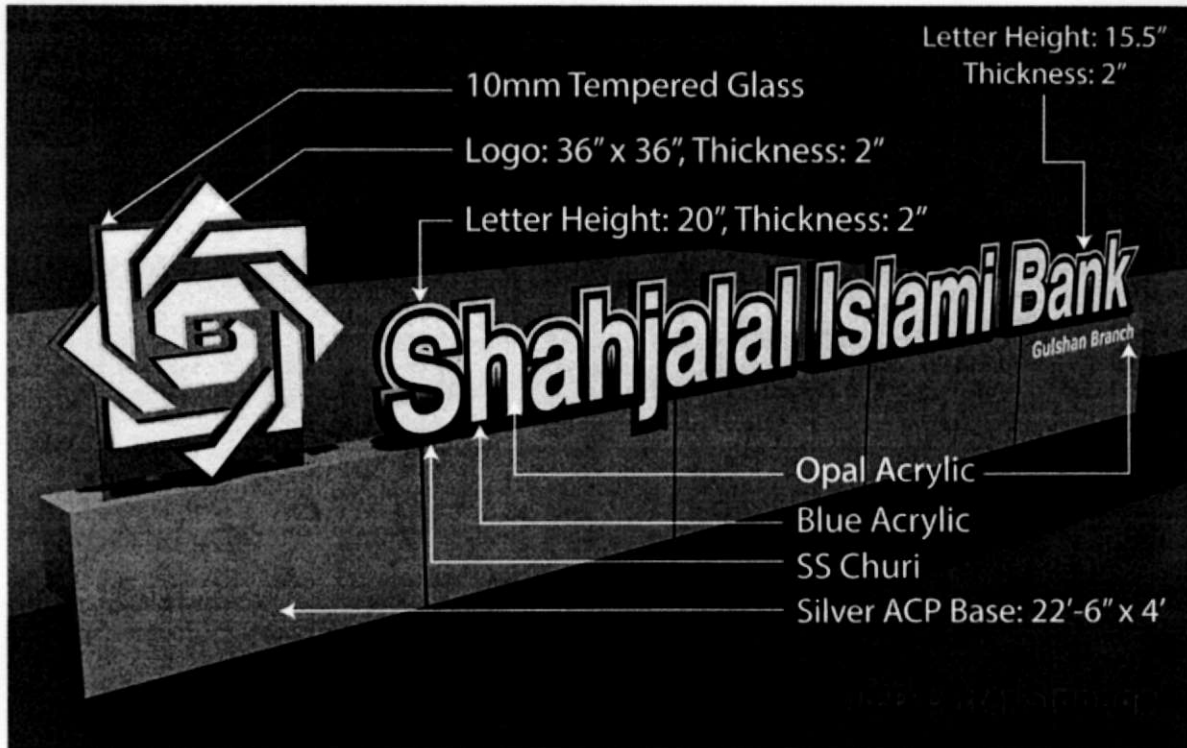




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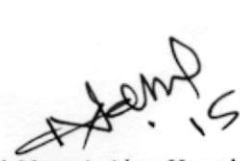
**2.1 Other Terms & Conditions:**

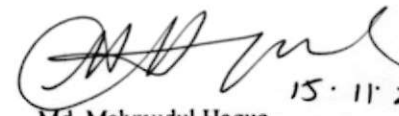
Bank reserves the right not to purchase the item(s) from the lowest bidder(s) and to accept or reject any or all of the quotations with or without assigning any reason whatsoever. Bank also reserves the right to negotiate with the participating vendors regarding price, warranty and specification of the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

Miscellaneous items beyond the above items to be settled on mutual understanding based on market price between vendor and bank CSD officials.

**NB: For any technical quarries feel free to contact Mr. Md. Rakibul Islam, FEO, CSD, Cell No. 01755556325**

Yours faithfully,

  
15.11.2021  
Md. Noor-A-Alam Hossain  
VP, CSD

  
15.11.2021  
Md. Mahmudul Haque  
SEVP & Head of CSD