

شہ جلال اسلامی بنک بی ای سی

Shahjalal Islami Bank PLC.



শাহজালাল ইসলামী ব্যাংক পিল্স

Common Services Division, Head Office, Dhaka.

Date: January 6, 2026

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

Dear Sir/Madam,

Assalamu Alaikum,

Shahjalal Islami Bank PLC. is going to enlist vendors in different categories: i) IT equipment's, ii) Office appliance & equipment's, iii) Office furniture & fixture, iv) Interior decoration, v) Security & Printing stationary, vi) Repairing & maintenance (mention product name) and v) Miscellaneous items to procure necessary products/goods/services for the bank. In this regard, reputed vendors are requested to submit the enlistment form with others necessary documents to the undersigned on or before 31.01.2026. Offer should be submitted in a sealed envelope mentioning the type of categories applied for.

ENLISTMENT FORM

SL.	Required Parameter	Information of supplier
1.	Name of the Company	:
2.	Name of key person with designation	:
3.	Telephone or cell number	: i) ii)
4.	E-mail address	:
5.	Present/mailing address	:
6.	Office/Registered office address	:
7.	Factory/Showroom address	:
8.	Date of commencement/starting of business	:
9.	Trade License number and expiry date	:
10.	TIN number (e-TIN)	:
11.	VAT Registration Number and category	:
12.	BIN no	:
13.	A/C No. of the company with name of Bank & Branch (SJIBPLC bank A/C preferable)	:
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.	Product or service wise Client List (at least 5 clients with contact details)	:
17.	Name of the offered product/services/goods	:

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18.	Top 3 higher value of Work/Purchase Order executed (amount & Institution name) with completion certificate.	:
19.	Financial soundness/ Bank solvency certificate	:
20.	Vendor's previous business relationship history with Shahjalal Islami Bank PLC. (in year)	:
21.	Other information if any	:

Shahjalal Islami Bank PLC. 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.

AbulBashar
Abul Bashar Md. Zafry
 EVP & Member Secretary
 Procurement Committee
 Shahjalal Islami Bank PLC.
 Corporate Head Office, Dhaka

SL

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 & Up to date Tax Return Acknowledgement receipt.
<input type="checkbox"/>	5	Photocopy of BIN Certificate.
<input type="checkbox"/>	6	Undertaking of Non Blacklisting.
<input type="checkbox"/>	7	Company's net wealth declaration.
<input type="checkbox"/>	8	Two Copies of recent color photographs and one of National Identity Card/Smart Card of Chairman/CEO/Proprietor/Managing Director and authorized person(s).
<input type="checkbox"/>	9	Company Profile along with CV of the authorized person(s) to deal with Bank.
<input type="checkbox"/>	10	Experience Certificate of at least 3 (three) existing corporate customers (Banks should be preferable) at a date within last six months.
<input type="checkbox"/>	11	Document authenticating authorized distributorship in relevant principal (if any)
<input type="checkbox"/>	12	Title deed (if own premises)/Lease agreement (if rented)
<input type="checkbox"/>	13	List of available Machinery/Equipment in relevant field (if any)
<input type="checkbox"/>	14	Any other documents seemed necessary to authenticate the information given.

Last Date of submission: January 31, 2026