

Shahjalal Islami Banl PLC.
Common Services Division
Head Office, Dhaka

April 16, 2025

Subject: Request for quotation for supplying, installation, testing & commissioning of high quality ambos BATA signage at front side of Corporate Head Office of Shahjalal Islami Bank.

1.1 Scope of Bid

Shahjalal Islami Bank (Hereinafter referred to as "the Bank") wishes to receive bids from the renowned firms for purchasing of high quality ambos BATA signage at front side of its Corporate Head office, Plot # 04, Block # CWN(C), Gulshan Avenue, Gulshan, Dhaka.

1.2 Documents comprising the bid

1. Valid and up dated Trade License
2. e-TIN and BIN Certificate
3. Lease agreement / ownership title of office and full contact number of representative.
4. Company Profile (Establishment date, no of employees, no of bank clients, etc.)
5. Proof of Experience.
6. List of corporate clients with Certificates.
7. List of experience technical members.
8. National ID card of proprietor/MD/CEO/Chairman.

1.3 Bid prices

Bidders shall quote the price in Bangladeshi Taka (BDT) for the items quoted excluding VAT and including Tax. Vat to be borne by the bank. The price will include supply, installation and any kind of charges thereof.

1.4 Bid validity:

Bid shall remain valid for a period of 03 (three) months from the date of opening 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 thereto 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 "Member Secretary, Procurement Committee, Corporate Head Office, Shahjalal Islami Bank Tower, Plot-04, Block-CWN (C), Gulshan Avenue, Gulshan, Dhaka-1212 in closed envelope, duly marking the envelope as addressed at the above no later than 03.00 PM on 23.04.2025.

1.6 Mode of Payment:

Payment will be made after successful installation in all respects and subsequent submission of the bill after deducting VAT & Tax as per government rules. No advance payment will be allowed.

1.7 Mode of delivery & installation:

Supplier bound to supply, installation & commissioning the product at Shahjalal Islami Bank Corporate Head Office located at Plot # 04, Block # CWN(C), Gulshan Avenue, Gulshan, Dhaka within 30 (thirty) days after receiving work order at his own arrangement.

1.8 Warranty:

Bidders/vendors should specify 02 (two) years full replacement warranty of the products from the final date of delivery Challan/Job completion certificate.

1.9 Penalty

In case of failure or any kind of delay regarding delivery of the products within due time mentioned in clause 1.7, vendor will be liable to pay 1% of the total work order value, as penalty, to the bank for delaying each week after the due date.

However, Bank must be informed for any foreseeable delay due to uncontrolled situation prior to exceed the delivery deadline mentioned in clause 1.7 which may be considered by the bank if situation justify such delay and the decision of "Member Secretary, Procurement Committee, of the bank will be final.

Handwritten signatures and initials, including a large signature that appears to be 'A. Islam' and the number '20'.

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2.00 Site Visit:

Bidders are advised to visit the site before submission of quotation, as because all sorts of Civil, Electrical and any other works (if any) have to be done by the bidder.

2.01 Technical specification:

S.L	Description	Size	Materials	Qty. Sft
i	HIGH QUALITY BATA AMBOS BANK LOGO	LOGO Size 36" x 36"	Glossy SS Sheet Grade 304, Thickness- 1mm, Acrylic Sheet Thickness-3mm, Acrylic letter height 2/2.5" inch, Brand Pakistan, 8mm PVC Sheet, High Quality LED light, Rain Proof Power Supply, High Quality Cable, High Quality Galvanized Screw, Revit and related necessary accessories etc. (all complete).	9 Sft
ii	ACRYLIC BATA AMBOS LETTER	LETTER Size 25' x 18"	Glossy SS Sheet Grade 304, Thickness- 1mm, Acrylic Sheet Thickness - 3mm, Acrylic letter height 2/2.5" inch, Brand Pakistan, 8mm PVC Sheet, High Quality LED light, Rain Proof Power Supply, High Quality Cable, High Quality Galvanized Screw, Revit and related necessary accessories etc. (all complete).	38 Sft
iii	BASE FOR BATA MODEL LETTER	Box pipe, post (size: - 4-inch x 2 inch)	2 mm SS Box pipe (size:- 4 inch x 2 inch), 3 mm Base Plate, vertical post (size:- 4 inch x 2 inch), Brand: Steeltech, Royal Bold and related necessary accessories etc. (all complete).	40 Rft
iv)	Mock Design	Enclosed		


2.02 For any query regarding technical & financial proposal please communicate with following Number:

Technical query: Md. Rajib Hasan BPD, CSD, SJIBPLC Cell: 01712715898	Financial query: Md. Rakibul Islam CSD, SJIBPLC Mobile: 01755556325
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2.03 Other Terms & Conditions:

1. 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).
2. Miscellaneous items beyond the above items to be settled on mutual understanding based on market price between vendor and bank officials.

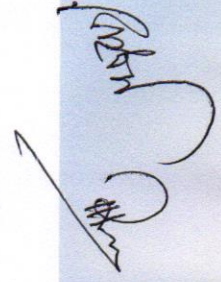
Ma-Assalam


Abul Bashar Md. Zakir
SVP & Head of CSD

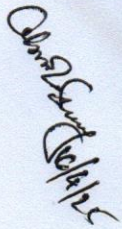




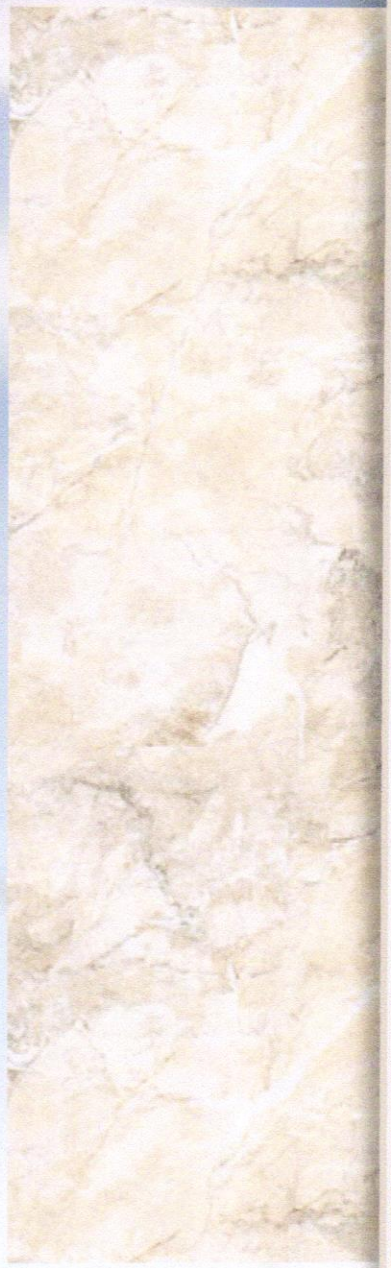
SHAHJALAL ISLAMIC BANK



Md. Abul Kalam Azad
Assistant Vice President
Shahjalal Islamic Bank P.L.C.
CSD, Corporate Head Office, Dhaka



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