

CSD, Corporate Head Office

Ref: SJIBPLC/CHO/CSD/2026/ 359

Date: April 16, 2026

Subject: Request for submission of quotation (RFQ) for supply of "Office Stationery Items" for Shahjalal Islami Bank PLC.

Muhtaram,
Assalamu A'laikum.

We are pleased to request you to submit sealed quotation for supply of different office stationery Items (List attached: Annexure-I) under the terms and conditions mentioned hereunder:

Terms and Conditions:

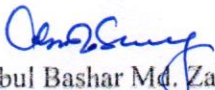
1. Rate should be quoted excluding VAT (VAT would be borne by the banks) & including Tax & other relevant charges.
2. Rate should be quoted including delivery charges.
3. The office stationery items should be supplied to the Common Services Division (CSD), Shahjalal Islami Bank PLC, Corporate Head Office, Shahjalal Islami Bank Tower (Level-2), Plot#4, Block#CWN(C), Gulshan Avenue, Gulshan, Dhaka-1212, at vendor's/supplier's own cost.
4. Stationery items should be supplied as per requirement (Generally 03-04 orders per Month) of CSD, Corporate Head Office and urgent service may be required within 2/3 hours.
5. Quoted rates should be valid for at least one year. Rates should not be increased with inflation or dollar rate.
6. Payment would be made through Payment Order or directly to the account of supplier maintained with Shahjalal Islami Bank PLC. within 10-15 days from submission of the respective bill(s).
7. No advance payment will be given.
8. Proposal/Offer is to be submitted in sealed envelope to the authorized officer of CSD (Muhammad Shahidul Islam-01313480000 & Md. Khairul Islam-01755556050), Corporate Head Office on or before 23.04.2026 within 12:00 pm and be clearly marked "**Quotation for supply of office stationery Items**" at the top of the envelope.
9. 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).
10. Following Documents/Papers should be submitted to the bank with the quotation:
 - (a) Copy of up to date Trade License
 - (b) Copy of VAT Registration Certificate/BIN Certificate
 - (c) List of corporate clients (Banks are preferable) & proof of experience.
 - (d) Copy of E-TIN Certificate.
 - (e) Copy of certificate / Receipt of latest tax return.
 - (f) Other documents deem necessary.

Please contact the office of undersigned for any type of clarifications in regard to products.

Manipulation or any kind of unusual approach or failure to submit the proposal/offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.

Ma-Assalamah.

Sincerely yours,


Abul Bashar Md. Zafry
EVP & Head of CSD

Corporate Head Office: Shahjalal Islami Bank Tower, Plot#4, Block#CWN(C), Gulshan Avenue, Gulshan, Dhaka-1212
Dhaka-1212, Bangladesh Phone: +88 02 222264736 (Hunting), E-mail: sblcsd@sjibld.com
Website: www.sjibld.com SWIFT: SJIB RDDH

Shahjalal Islami Bank PLC.

CSD, Corporate Head Office

Annexure - I

Date : 16.04.2026

List of Office Stationery Items with Rate (All Rates are Excluding VAT & Including Tax)

SN	Name of Items	Unit	Rate in BDT (To be quoted by Vendor)
1	ACI Aerosol 475 ml	01 Piece	
2	Air Freshner Godrej Aer Spay 220 ML - Charuta Private	01 Piece	
3	Air Freshner ACI Angelic 300 ML - ACI	01 Piece	
4	Ball Pen Pentonic	01 Piece	
5	Ball Pen Linc Glycer	01 Piece	
6	Ball Pen Matador (Gripper/Orbit/Hi-school/Pinpoint)	01 Piece	
7	Binder Clip 15mm Diamond	01 Dozen/Box	
8	Binder Clip 19mm Diamond	01 Dozen/Box	
9	Binder Clip 25mm Diamond	01 Dozen/Box	
10	Binder Clip 32mm Diamond	01 Dozen/Box	
11	Binder Clip 41mm Diamond	01 Dozen/Box	
12	Binder Clip 51mm Diamond	01 Dozen/Box	
13	Board Pin Steel (Colour Plastic Coated) Deli	01 Box	
14	Box File Paper made Normal/LUCK	01 Piece	
15	Box File Plastic RFL	01 Piece	
16	Calculator CITIZEN CT-812N	01 Piece	
17	Calculator CITIPLUS CT-8866V	01 Piece	
18	Calculator CASIO MJ-120D	01 Piece	
19	Calculator CASIO DJ-120D Plus	01 Piece	
20	Calculator MASS MS-939	01 Piece	
21	Calculator Casio MJ120TW	01 Piece	
22	Calculator Deli W-39203	01 Piece	
23	Calculator MASS MS-777	01 Piece	
24	Card Holder Book 160 Pcs Huajie VH-160	01 Piece	
25	Card Holder Book 300 Pcs Huajie VH-300	01 Piece	
26	Carton Tape (Scotia) 2.5" Transparent 50 Yds/50 Meters	01 Piece	
27	Carton Tape (Scotia) 2.5" Brown 50 Yds/50 Meters	01 Piece	
28	Carton Tape (Scotia) 2.5" Transparent 35 Yds/35 Meters	01 Piece	
29	Carton Tape (Scotia) 2.5" Brown 35 Yds/35 Meters	01 Piece	
30	CD/DVD Marker Gixin G107A	01 Piece	
31	CD/DVD Marker Deli	01 Piece	
32	Clip Board Good Luck	01 Piece	
33	Correction Pen Deli 8ml	01 Piece	
34	Correction Pen Matador Officemate - 8 ML	01 Piece	



SN	Name of Items	Unit	Rate in BDT (To be quoted by Vendor)
35	Correction Pen Uni 8ml	01 Piece	
36	Court File Heartz/VIP	01 Piece	
37	Court File Plastic - Matador	01 Piece	
38	DATA BANK - Two Ring File A4 Size 1.5"	01 Piece	
39	Display Book A4 60 pockets Huajie	01 Piece	
40	Display Book A4 100 pockets Huajie	01 Piece	
41	Display Book Legal 60 pockets Huajie	01 Piece	
42	Display Book Legal 100 pockets Huajie	01 Piece	
43	Double Clip File FC	01 Piece	
44	Eraser GOOD LUCK Super Small	01 Piece	
45	Eraser Matador i-teen Small	01 Piece	
46	Eraser Neon Matador (Small)	01 Piece	
47	Gel Pen Linc Ocean	01 Piece	
48	Gel Pen Matador i-teen	01 Piece	
49	Gel Pen Pilot V4 Pen with grip	01 Piece	
50	Gel Pen Pilot V5 Pen with grip	01 Piece	
51	Gel Pen Pilot V7 with grip	01 Piece	
52	Gel Pen Pilot V10 with grip	01 Piece	
53	Gel pen Uniball eye UB-150	01 Piece	
54	Gel Pen Deli Mate Q202 - 0.5 ML	01 Piece	
55	Glue (Liquid) Kippy 50cc	01 Piece	
56	Glue Stick Fevi Stick 08 gms	01 Piece	
57	Glue Stick Fevi Stick 15 gms	01 Piece	
58	Gum FEVICOL MR White Adhesive (Tube) 22.5gm	01 Piece	
59	Heavy Duty Punch Kangaro DP 900	01 Piece	
60	Heavy Duty Punch Kangaro HDP-2320	01 Piece	
61	Heavy Duty Punch Deli -E0150	01 Piece	
62	Heavy Duty Staple Machine Kangaroo HD23S24	01 Piece	
63	Highlighter Marker Readleaf 303	01 Piece	
64	Highlighter Marker Matador	01 Piece	
65	Highlighter Marker Good Luck	01 Piece	
66	James Clip Color (Plastic coated) Deli-0024	01 Box	
67	James Clip Color (Plastic coated) Matador	01 Box	
68	James Clip Dispenser/Holder Deli No.988	01 Box	
69	Kacha Register 200 Pages	01 Book	
70	Lever Arch File 3"Huajie/Luck (Lock System) with index	01 Piece	
71	Megazine File Paper Made Best Quality (Luck/Dinar)	01 Piece	
72	Megazine File Plastic (RFL)	01 Piece	
73	Money Counting Sponge	01 Piece	
74	Money Count Water Damper with Roll Ball	01 Piece	
75	Musking tape 1"	01 Piece	
76	Management File Hujie A4 (HLW320PP)	01 Piece	



SN	Name of Items	Unit	Rate in BDT (To be quoted by Vendor)
77	Management File Bili A4 (A320)	01 Piece	
78	Management File Matador	01 Piece	
79	N T Cutter Medium SDI (No. 0406)	01 Piece	
80	N T Cutter Medium Deli (No. 2031)	01 Piece	
81	N T Cutter Big Deli No.2061	01 Piece	
82	N T Cutter Big SDI	01 Piece	
83	N T Cutter Big Deli No.2041	01 Piece	
84	N T Cutter Blade Big SDI	01 Piece	
85	N T Cutter Blade Medium	01 Piece	
86	Name/Business Card Holder Deli E7621 - Acrylic Transparent	01 Piece	
87	Paper Tray (02 Rack) Plastic RFL	01 Set	
88	Paper Tray (03 Rack) RFL	01 Set	
89	Paper Tray (03 Rack) Steel	01 Set	
90	Pen Holder Metal Deli (Round/Square Shape)	01 Piece	
91	Pen Holder RFL (Net Type)	01 Piece	
92	Pen Holder (Net type circular) Huajie 0100	01 Piece	
93	Pencil 2B (Faber-Castell Goldfaber Navy-Blue & White)	01 Dozen	
94	Pencil 2B (Faber-Castell Goldfaber 1221)	01 Dozen	
95	Pencil 2B (Matador Genius)	01 Dozen	
96	Pencil 2B (Matador Venus)	01 Dozen	
97	Pencil Battery (Sunlight) Size AA/1.5V	01 Piece	
98	Pencil Battery (Olympic) Size AA/1.5V	01 Piece	
99	Pencil Battery (Sony) Size AA/1.5V	01 Piece	
100	Permanent Marker Redleaf 303	01 Piece	
101	Pin Remover Kangaroo SR-L45 (No. 376224)	01 Piece	
102	Pin Remover Deli No.0231	01 Piece	
103	Pin Remover RFL	01 Piece	
104	Pin Remover Kangaroo SR 45T	01 Piece	
105	Plastic Folder A4 Size Huajie	01 Piece	
106	Plastic Folder A4 Size Good Luck	01 Piece	
107	Plastic Folder Legal Size China/Good Luck	01 Piece	
108	Punch Machine Deli 0137	01 Piece	
109	Punch Machine Deli 0102	01 Piece	
110	Punch Machine RFL Normal	01 Piece	
111	Push pin Colour Deli-0031 (100 Pcs)	01 Box	
112	Remote Battery (Sunlight) Size AAA/1.5V	01 Pair	
113	Remote Battery (Olympic) Size AAA/1.5V	01 Pair	
114	Rexin Tape 2"	01 Piece	
115	Rubber Band ANIKA - Thailand	01 Kg	
116	Ruled Pad Offset (A4 Size) 30 Pages	01 Piece	
117	Scissors Deli 6009 - 7 Inch	01 Piece	
118	Scissors Deli 6010 - 8 1/4 Inch	01 Piece	



SN	Name of Items	Unit	Rate in BDT (To be quoted by Vendor)
119	Scissors Matador Officemate	01 Piece	
120	Scotch Tape 3/4" Normal	01 Piece	
121	Sharpner i-teen Matador Small	01 Piece	
122	Sharpner Faber - Castell Econ	01 Piece	
123	Sharpner Deli - 0594	01 Piece	
124	Slip Paper / Note Paper Big Offset (colour) 500 sheets	01 Packet	
125	Slip Paper / Note Paper Big Offset White 500 sheets	01 Packet	
126	Slip Paper / Note Paper with Box Deli No. 7601	01 Piece	
127	Stamp Pad Artline EHJ-3	01 Piece	
128	Stamp pad ink Shiny for Auto Seal (Original)	01 Jar	
129	Stapler Machine Kangaro HD 45 (No.384556)	01 Piece	
130	Stapler Machine RFL Normal (24/6)	01 Piece	
131	Stapler Pin 24/6 Kangaro (No. 384556)	01 Box	
132	Stapler Pin 23/13 Kangaro	01 Box	
133	Stapler Pin 23/15 Kangaro	01 Box	
134	Stapler Pin 23/17 Kangaro	01 Box	
135	Steel Scale 12"	01 Piece	
136	Stick Notes China E3 100 Pcs - 3X3' (5 Colour Putted)	01 Packet	
137	Stick Notes JinXin E3 100 Pcs - 3X3' (5 Colour Putted)	01 Packet	
138	Stick Note Pad 3X3' (5 Multi Colour) China-100 Pcs	01 Packet	
139	Stick Note Pad 2/3" Pronoti/Suremark	01 Packet	
140	Sticker Paper A4 size Mat Paper	100 Pieces	
141	Sticker Paper A4 size Glossy Paper	100 Pieces	
142	Stock Register No. 8	100 Pieces	
143	Super Glue Fevicol 3g	01 Piece	
144	Tape Dispenser Stand Deli-808	01 Piece	
145	Tape Dispenser Stand Deli-810	01 Piece	
146	Thread Ball (Red & White) Big Ball & Thick Thread	01 Ball	
147	Waste Bin/Basket (Black Metal) - Small- Height-11", Dia-10"	01 Piece	
148	White Board Duster Good Luck	01 Piece	
149	White Board Duster Deli No.7810	01 Piece	
150	White Board Marker (Redleaf)	01 Piece	

