



Request For Quotation (RFQ) of 502 (Five hundred two) pieces Sweaters for the Bank:

Item Description	Required Specification
Name of Item	: Sweater.
Category	: Half Sleeve Sweater.
Color	: Deep Navy Blue.
Size	: Medium & Large.
Embroidery	: Design will be provide by the Bank.
Length of Body	: Design would be given by the Bank.
Width of Armhole	: Design would be given by the Bank.
Bottom Hem	: Design would be given by the Bank.
Shoulder Seam	: Design would be given by the Bank.
V-neck Depth	: Design would be given by the Bank.
Carrying Charge	: Will be borne by bidder
VAT & Tax	: Quoted price will be including Tax & excluding VAT, (VAT to be borne by the bank)
Unit Price	: To be mentioned by the bidder
Dead line of Quotation Submission	: December 24, 2023
Relevant Document	: <ol style="list-style-type: none"> 1. Valid and up dated Trade License 2. e-TIN and VAT Certificate (Up to date Tax Return Acknowledgement receipt) 3. Lease agreement / ownership title of office and full contact number of representative. 4. Company Profile (Establishment date, no of engineers, 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. Certificate of Authorized Dealer/ Supplier from the Manufacturer. 9. Original Catalogue with a mark/signature on respective items.
Submission address	: The Member Secretary, Procurement Committee, Shahjalal Islami Bank PLC., Corporate Head Office (5th Floor), Shahjalal Islami Bank Tower, Plot-04, Block-CWN(C), Gulshan Avenue, Gulshan, Dhaka-1212
Submission method	: Offer should be submitted in a sealed envelope. The subject of the offer should be mentioned at the top of the envelope. Such as " Quotation for Sweaters ". Financial Offer and Technical Offer must be providing in separately.
Authority	: "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)"
Remarks	: Price should not be increased with the increase of currency rate or any other incidental charge within the validity period. Bank must be informed <u>formally prior to 3 months</u> for any changes of price & product unavailability.
Contact Person	: Md. Selim Reza, FAVP, CSD, e-mail: selim1201@sjibld.com , Cell: +8801755556363

Mahmudul Shamim Talukder
EVP & Head of CSD

M. Talukder