

Shahjalal Islami Bank PLC.
Common Services Division
Corporate Head Office, Dhaka

September 21, 2026

Subject: Request for price offer of Signboard & Branding works for 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 approving standard rate for supplying, fitting & fixing of new signboard & branding works of the Bank which will be installed/setup at different locations across the country.
- 1.2 **Documents comprising the bid:** i) Valid and up dated Trade License; ii) E-TIN and VAT Certificate.
- 1.3 **Bid Prices:** Bidders shall quote the price in Bangladeshi Taka (BDT) for the items quoted 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 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 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 EVP & Head of CSD, Shahjalal Islami Bank PLC., 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 4.00 PM on 30.09.2026 (day/month/year).
- 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:** 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.

2.0 Specification:

Sl	Description of Work	Unit	Rate
2.01	Supply, fitting & fixing of new backlit signboard, <u>One side display</u> Material Description: 1. Aluminum Profile Box. 2. Reverse print panaflex @ 580gsm (Brand: Apollo or similar quality) 3. Backside 28 BWG sheet (best quality). 4. LED T8 single tube light, size: 4'-0", 20 watts 5. Cable for internal wiring 23/76; power cable 1 x 2.5 RM BYA Cable (BRB/ Paradise/ approved Brand. 6. 3/4" x 3/4" MS Box pipe 7. PVC tape, 2" adhesive resin tape 8. Miscellaneous materials etc. as per requirement	Sft	
2.02	Supply & fitting of new backlit signboard, <u>both side display</u> Material Description (measurement shall be one side): 1. Aluminum Profile Box. 2. Reverse print panaflex @ 580gsm (Brand: Apollo or similar quality)		

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	3. Backside 28 BWG sheet (best quality). 4. LED T8 single tube light, size: 4'-0", 20 watts 5. Cable for internal wiring 23/76; power cable 1 x 2.5 RM BYA Cable (BRB/Paradise/ approved Brand). 6. 3/4" x 3/4" MS Box pipe 7. PVC tape, 2" adhesive resin tape 8. Miscellaneous materials etc. as per requirement	Sft	
2.03	Supply, fitting & fixing of ACP with Acrylic LED Signage (One side display) Supply, fabrication, fitting and fixing of single-sided ACP acrylic signage complete in all respects, including 3 mm Hairline ACP board, 3 mm clear acrylic with 3D acrylic letters (average letter height 38mm to 50mm), supported with 2" x 1" MS box pipe and 1.5" x 1.5" MS angle clamp. The work shall include 8 mm PVC backing, high-quality LED module light, 30 Amp rainproof adapter, BRB electrical cable, rivets, screws, laser cutting, vinyl cutting, royal bolts, welding, painting of the MS frame with anti-rust primer and finish coat, complete wiring, installation, testing, commissioning and all necessary accessories as per Bank's approved design.	Sft	
2.04	Supply, fitting & fixing of ACP with SS border (BATA type) acrylic LED Signage (One side display) Supply, fabrication, fitting and fixing of single-sided ACP acrylic signage complete in all respects, including 3 mm Hairline ACP board, 3 mm clear acrylic with 3D SS border (BATA type) acrylic letters (average letter height 38mm to 50mm), supported with 2" x 1" MS box pipe and 1.5" x 1.5" MS angle clamp. The work shall include 8 mm PVC backing, high-quality LED module light, 30 Amp rainproof adapter, BRB electrical cable, rivets, screws, laser cutting, vinyl cutting, royal bolts, welding, painting of the MS frame with anti-rust primer and finish coat, complete wiring, installation, testing, commissioning and all necessary accessories as per Bank's approved design.	Sft	
2.05	Supply, fitting & fixing of one way vision print pasting on glass	Sft	
2.06	Supply, fitting & fixing of Latex print pasting on glass/ any surfaces	Sft	
2.07	Supply, fitting & fixing of inkjet print matte lamination pasting with 8 mm PVC Board	Sft	
2.08	Supply, fitting & fixing of inkjet print matte lamination pasting with 5 mm PVC Board	Sft	
2.09	Supply, fitting & fixing of inkjet print matte lamination pasting with 3 mm PVC Board	Sft	
2.10	Supply, fitting & fixing of acrylic Bank's LOGO in cash counter, 38mm high with 3mm acrylic without LED light as per Bank approved design.	Sft	
2.11	Supply, fitting & fixing of acrylic Bank's LOGO in cash counter, 38mm high with 3mm acrylic with LED light as per Bank approved design.	Sft	
2.12	Supply, fitting & fixing of LED T8 single tube light, size: 4'-0", 20 watts	No	
2.13	Supply, fitting & fixing of 1 x 23/76 flexible Cable (BRB/Paradise/approved Brand)	Meter	
2.14	Supply, fitting & fixing of 1 x 2.5 RM Cable (BRB/Paradise/ approved Brand)	Meter	
2.15	Supply, fitting & fixing of 1.50" x 1.50" x 6 mm MS Angle for clamp	Rft	
2.16	Supply, fitting & fixing of new Galvanized 28 BWG sheet.	Sft	
2.17	Supply, fitting & fixing of new Aluminum Profile Box	Rft	
2.18	Supply, fitting & fixing of new reverse print panaflex @580gsm (Brand: Apollo	Sft	



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	or similar quality)		
2.19	Servicing of existing signboard and including materials like rivet, flat bar, jet bar, hinges, kabza, PVC tape, 2" resin tape and 1/2" x 1/2" box pipe etc. (excluding panaflex) all complete	Sft	
2.20	Supply, fitting & fixing of SS Acrylic Bell Sign, size: 20" x 22" Supply, fabrication, fitting & fixing of SS Acrylic Bell Sign (both side). The sign shall be fabricated with 3 mm Pakistani acrylic sheet on both sides with 8 mm laser-cut acrylic letters, finished with approved colour. The bell sign shall be enclosed with 1 mm Grade-304 thick SS sheet molding. The internal frame shall be fabricated from 3/4" x 2" Grade-304 SS box section, supported with 1" x 1" x 2 mm thick Grade-304 SS box pipe, and fixed to the wall with 4 mm thick Grade-304 Stainless Steel base plate all complete as per bank's approved Design.	No	
2.21	Glass cleaning works like curtain glass/fixed glass/existing sticker on glass etc.	Sft	
2.22	Supply, fitting & fixing of engrave/ leger print/cut vinyl/UV print on 3mm ACP and fixing on any surface etc.	Sq/ inch	
2.23	Silicon gum pasting on outside glass / curtain glass	Sft	
2.24	Scaffolding	Job	
2.25	Carrying Cost		
	Inside Dhaka (City Corporation)	Job	
	Outside Dhaka	Job	

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.

Yours faithfully,


Abul Bashar Md. Zafry
EVP & Head of CSD
