

September 24 2026

Request for Quotation (RFQ): Sealed quotation for “Enterprise Video Conferencing and Collaboration Solution with 03 (three) years warranty” for Shahjalal Islami Bank PLC.

Terms and Conditions:

1.1 Scope of Bid

Shahjalal Islami Bank PLC (Hereinafter referred to as “Bank”) is willing to receive bids from the bona fide firms for “Enterprise Video Conferencing and Collaboration Solution with 03 (three) years warranty” for the Bank as per technical specification mentioned in **Annexure-A**.

1.2 Bidder's qualification

- Bidder shall possess his own office and trained & experienced manpower to supply products.
- Bidder shall be assessed under Income Tax Department.
- Bidder shall be an authorized dealer/partner for supplied products.
- Bidder should have the capacity to solve any support related issue within the product warranty and service period.
- The bidder must have experience of design, supply, delivery, install, commission and maintenance of the above mentioned product in Banking/Corporate Houses/Government Organizations. The bidders should also have been in operation in similar fields for at least last 3 (Three) years.
- The bidder has to submit the letter of authorization from OEMs of the quoted service.
- The bidder must ensure 24/7 support during the warranty period of 03 (three) years.
- The bidders must be capable enough to comply with all the terms & conditions of the attached Technical Specification.

1.3 Documents comprising the bid

- a. Technical Description of the deliverables to demonstrate the specified technical requirement.
- b. Schedule for financial proposal.
- c. Photocopy of following documents must be submitted with the **technical offer**:
 - i. Valid Trade License
 - ii. Company Profile
 - iii. E-TIN proof of latest tax return and VAT Certificate
 - iv. Business Information (as a proof of technical competence) as per **Annexure-A**.
 - v. Name, contact number and e-mail address of the Contact person(s).
 - vi. Previous business relationship history with Shahjalal Islami Bank PLC (if any)
 - vii. Experience Certificate of at least 5 (five) existing corporate customers (Banks should be preferable).
 - viii. Proof of Experience.
 - ix. List of corporate clients with Certificates.
 - x. List of experience technical members with related vendor certification.
 - xi. Certificate of Authorized Dealer/Supplier for the OEM.

1.4 Bid prices

Bidders shall quote the price excluding VAT & including Tax in Bangladeshi Taka (BDT) for the product/items as per Annexure-A. Related VAT will be borne by the bank. Bidders must submit the financial offer as per **Annexure-B**.

1.5 Bid validity

Bid shall remain valid for a period of **90 days** from the date of submission of technical & financial proposals. In exceptional circumstances, prior to expiry of the original bid validity period, the 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.

1.6 Sealing and marking of bid

The envelope shall:

1. Be addressed to the Bank at the following address: “**Member Secretary, Procurement Committee, Corporate Head Office, Common Services Division (2nd Floor), Shahjalal Islami Bank Tower, Plot-04, Block- CWN(C), Gulshan Avenue, Gulshan, Dhaka-1212**”.
2. Bidder(s) should submit the financial and technical offer in separate envelope mentioning the name of the offer and both envelopes must be submitted together in a single envelope.

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Common Services Division, Corporate Head Office, Dhaka

3. In addition to the above requirements, the envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case may be declared "late" pursuant to clause 1.8.
4. If the envelope is not sealed and marked as above, the Bank will assume no responsibility for the misplacement or premature opening of the bid.

1.7 Deadline of bid

The bidder shall visit the site before submitting the quotation. Bids must be submitted in original sealed envelopes, duly marked and addressed at the following no later than **3:00 p.m. on October 04, 2026.**

1.8 Late Bids

Any bid received by the Bank after the deadline for submission of bid prescribed in clause 1.7 may be rejected and returned unopened to the bidder.

1.9 Evaluation of proposals

The Bank will choose the offer that will be more comprehensive and that conform the relevant required product. Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any persons not officially concerned with such process until the award to the successful bidder has been announced.

1.10 Price Negotiation

The Bank may request competent bidders to negotiate the price or any other relevant queries. Representative of the Bidders must have authorization for price negotiation. Bank will choose the successful bidder, after price negotiation, considering other performance and quality of products which are deemed fit by the Bank.

1.11 Award of Contract

Subject to Clause 1.9 & 1.10, the Bank will award the Contract to the successful bidder.

1.12 Bank's right to accept any bid and to reject any or all bids.

Notwithstanding Clause 1.11, the Bank reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Bank's action.

1.13 Notification of Award/Work Order.

Prior to expiration of the period of bid validity prescribed by the Bank and after successful negotiations (if any), the Bank will notify/issue work order in favor of the successful bidder that his bid as been accepted. The notification of award/work order may constitute the updated terms and conditions and basic formation of the contract.

1.14 Performance Security

The successful vendor will have to deposit an amount equivalent to 5% (Five) of the total work order/contract value as performance security money in the form of PO / Unconditional Bank Guarantee with validity of at least 06 (six) months in favor of Shahjalal Islami Bank PLC. while accepting the Work Order.

These clauses may be added while issuing the unconditional bank guarantee as performance security,

- At the request of the supplier, we (issuing Bank), (address).... hereby irrevocably undertake to pay you, without cavil or argument, any sum or sums not exceeding in total amount of Taka only upon receipt by us of your (Shahjalal Islami Bank PLC.) first written demand.
- Any such demand made by Shahjalal Islami Bank PLC. on us (issuing Bank) shall be conclusive and binding notwithstanding any difference between you and the supplier or any dispute pending at any Court, Tribunal, Arbitrator or any other authority.

In case of failure to fulfill the contractual obligation, submitted Performance Security/Guarantee shall be invoked in full or in part depending on the extent of failure or breach of the Work Order/Contract. The decision of Procurement Committee is final in this regard. Performance Security money will be returned after successful supply, installation, commission and subsequent live operational of the products.

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Common Services Division, Corporate Head Office, Dhaka

1.15 Product Delivery

- Ready stock will be given preference.
- 30 (thirty) days from the date of receiving the Work Order.

1.16 Security Money

An amount equivalent to 5% of total work order/Contract value will be considered as security money. Security money amount will be deducted from the bill and retained up to the warranty period of the products of respective work order. Security money will be returned after the stipulated warranty period of 3 (three) years of the respective products. Security money may be forfeited in case of violation of service and or support issues within the stipulated warranty and service validity period.

1.17 Penalty

In case of failure or any kind of delay regarding delivery of the service within due time mentioned in clause 1.15, vendor will be liable to pay 1% of the total work order value, as penalty, to the bank for delaying service for each week after the due date. Upon reaching the penalty to 5% of total Work Order/Contract value, the performance security and security money as well as the Work Order may be forfeited on sending a letter to the vendor.

However, Bank must be informed for any foreseeable delay due to uncontrolled situation prior to exceed the delivery deadline mentioned in clause 1.16 which may be considered by the bank if situation justify such delay and the decision of purchase committee of the bank will be final.

1.18 Payment

Payment may be paid after successful installation, testing and live operation of the products.

Mentioned security money would be returned after completion of 03 (three) years warranty period of the products.

1.19 Withholding Sales Tax

The bidder is hereby informed that the Government tax should be deducted at the rate prescribed under the Tax Laws of Bangladesh, from all payments for services rendered by any bidder who signs a contract with the Bank. The bidder will be responsible for all taxes on transactions and/or income, which may be levied by the bank. If bidder is exempted from any specific taxes, then it is requested to provide the relevant documents with the proposal.

1.20 Bank's Right:

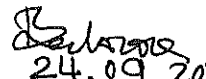
Bank reserves the right to accept or reject any or all of the offers in full or part without assigning any reason whatsoever. The Bank shall not be under any obligation to accept the lowest quotation.

1.21 Contact Person

The bidder may contact with below mentioned official(s) for any queries.

For Technical queries:	For Financial queries:
Md. Ahmed Mainul Hassan; IT Division, SJIBPLC Cell: 01819783087	Md. Ruhul Amin Sheikh Common Services Division e-mail: ruhul2431@sjibld.com Cell: 01755-556313


Md. Mohi Uddin
SVP, CSD
R. 


24.09.2026
Khandker Bedoura Mahbub
EVP, Head of ITD & CTO
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Annexure-A

Technical Specification of

“Enterprise Video Conferencing and Collaboration Solution

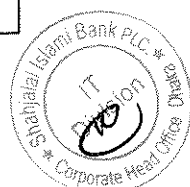
with 03 (three) years warranty”

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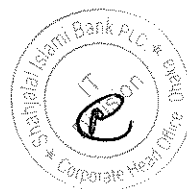
Shahjalal Islami Bank PLC.
Common Services Division, Corporate Head Office
Shahjalal Islami Bank Tower (2nd Floor)
Plot # 04, Block # CWN (C), Gulshan Avenue
Gulshan, Dhaka-1212.

Technical Evaluation – Video Conference System

SL	Item	Minimum Technical Specification
1	System Type	Integrated USB video conferencing system with camera, speaker and microphone
2	Camera	Minimum 4K Ultra HD resolution (3840 × 2160)
3	Camera Sensor	Minimum 1/2.5" CMOS or equivalent
4	Field of View	120° diagonal field of view, with 360° room coverage where required
5	No Of Camera	Specify the number of cameras recommended to cover the entire meeting room area and clearly focus on the speaker from the front side
6	Pan / Tilt / Zoom	Motorized pan and tilt; minimum 6× digital/optical zoom
7	Auto Framing	Automatic participant/group framing
8	Face / Speaker Tracking	Automatic speaker or participant tracking
9	Low-Light Performance	Automatic exposure, white balance and low-light compensation
10	Video Frame Rate	Up to 30 fps at 4K; higher frame rate at lower resolutions
11	Microphone	Integrated multi-element microphone array
12	No Of Microphone	Propose the suitable microphone minimum pickup range
13	Microphone Pickup	Minimum 6 m pickup range
14	Microphone Features	Acoustic echo cancellation (AEC), automatic gain control (AGC), noise reduction and beamforming
15	Speaker	Full-range integrated speaker
16	Speaker Output	Minimum 5–10 W RMS or equivalent clear conference-room audio performance
17	Audio Features	Echo cancellation, noise suppression and automatic volume control
18	Connectivity	Ethernet (RJ45), HDMI, Wi-Fi (802.11a/b/g/n/ac), 1 x USB-A, 2 x USB-C with Bluetooth connectivity where applicable
19	Video Output	USB video class (UVC) compliant
20	Audio Interface	USB and Bluetooth standard audio class (UAC) compliant
21	Compatibility	Windows, macOS and major video conferencing platforms
22	Supported Platforms	Microsoft Teams, Zoom, Google Meet, Webex and equivalent platforms
23	Installation	Tabletop, wall or display mounting options
24	Control	Remote control and/or software-based control
25	Privacy	Physical camera privacy shutter or equivalent
26	Security	Firmware update capability and secure device configuration
27	Power	Mention in detail
28	Accessories	Mention in detail
29	Warranty	Minimum 3 year warranty with support



SL	Item Description	Required Bank's Specification
1	Brand	Any Reputed Brand
2	Model	To be mentioned by the bidder
3	Type	Interactive Flat Panel
4	Display Size	Minimum 100-inch
5	Country Of Origin	To be mentioned by the bidder
6	Country of Manufacture	To be mentioned by the bidder
7	Processor Speed	Mention in detail
8	Operating System	Windows 11 and Minimum Android 11.0 Supported
9	Memory	(Mention in detail with expendability)
10	Storage	Around 1TB (Mention in detail with rpm and expendability)
11	Resolution	Minimum 4K UHD (3840 × 2160)
12	Static Contrast	Mention in detail
13	Dynamic Contrast	Mention in detail
14	Response time	Mention in detail
15	Glass	Mention in detail
16	Touch	Mention in detail
17	Backlight Life(Hours)	Mention in detail
18	Networking	INTEGRATED GIGABIT 1 ETHERNET LAN 10/100/1000, WIFI
19	Audio	Internal Business Audio Speaker
20	Ports	With available standard ports(Provide in detail) DP, HDMI, Type C, USB 3
21	Accessories	Mention in detail
22	Bundle Software	MimioStudio Software, Screen Recording Software, Screen Mirroring Software, WPS for MS Office, Skype, Zoom, Google Meet etc.
23	Installation	Complete mounting frame, cabling, controller and commissioning
24	Accessories	Mention in detail
25	Warranty	3 Years full warranty with support



Annexure-B

Financial Offer of

**“Enterprise Video Conferencing and Collaboration Solution
with 03 (three) years warranty”**

Shahjalal Islami Bank PLC.
Common Services Division, Corporate Head Office
Shahjalal Islami Bank Tower (2nd Floor)
Plot # 04, Block # CWN (C), Gulshan Avenue
Gulshan, Dhaka-1212.

Financial Proposal:

Enterprise Video Conferencing and Collaboration Solution with 03 (three) years warranty

Sl.	Device/Service	Unit price in BDT	Qty.	Total price in BDT
1	Mentioned Product Details (Serial wise)			
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4				
Grand Total:				

Terms and Condition:

- * Vendors are requested to quote each item serial-wise and provide an individual unit price and total price for each item separately.
- * All prices should be in Bangladeshi Taka (BDT).
- * All prices should be Excluding VAT & Including Tax (VAT to be borne by the bank).
- * Must provide data according to the format provided by the bank.

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