شاه جلال اسلامي بنك بي إل سي
Shahjalal Islami Bank PLC. শাহজালাল ইসলামী ব্যাংক পিএলসি.
Committed to Cordial Service আন্তরিক সেবায় প্রতিশ্রুতিবদ্ধ
CSD, Corporate Head Office

Ref: SJIBPLC/CHO/CSD/2026/1102
Date: October 19, 2026

Subject: Request for submission of quotation for delivery (Courier) of Wall Calendar, Desk Calendar and Notebook-2027 of Shahjalal Islami Bank PLC.

Muhtaram,
Assalamu A'laikum.

We are pleased to request local courier companies to submit quotation for above purpose under the terms and conditions mentioned below:

Terms and conditions:

a. Rate should be quoted excluding VAT (VAT would be borne by the Bank) & including Tax and other relevant charges.

b. Rate should be quoted as per following format:

Sl. No.	Name of Work	Quantity/ weight	Unit Rate in BDT (Excluding VAT & Including Tax)	
			Inside Dhaka	Outside Dhaka
1	Delivery of Calendar & Notebook-2027 of SJIBPLC	Per Kg.	To be quoted by vendor	To be quoted by vendor

c. The cartons containing Wall Calendars/Desk Calendars/Notebooks of the branches located outside Dhaka should be packed with quality sack (bosta) for protecting the items from being damaged and quoted rate(s) should include cost of sack (bosta) & labour cost.

d. The Wall Calendars/Desk Calendars/Notebooks should be delivered at branch level and additional expenses (if any) required to deliver the items to remote branches should be borne by the vendor.

e. Work Order would be issued in favour of the selected vendor(s).

f. Collection Point: The items should be collected from the central godown of the bank located at 1117 Khilbarir Tek, Nurer Chala, Vatara, Dhaka (Opposite to Gulshan Tohsil Office), Dhaka' or 'Common Services Division (2nd floor), Corporate Head Office, SJIBPLC at Shahjalal Islami Bank Tower, Plot-4, block-CWN(C), Gulshan Avenue, Gulshan, Dhaka-1212 at vendor's own cost or from the press/office of printing vendor located at Dhaka.

g. Delivery Time: After receipt of the Wall Calendars/Desk calendars/Notebooks from the Bank or from the printing vendor, delivery is to be done within 02 (Two) days to the branches located inside Dhaka and within 4 (Four) days to the branches located outside of Dhaka.

h. Penalty: If delivery is not completed in time, penalty will be imposed at the rate of BDT 1,000.00 per day upto BDT10,000.00 for each challan and to be deducted from final bill amount. Bank must be informed for any foreseeable delay due to uncontrolled situations prior to exceed of the delivery lead time which may be considered by the bank if situation justify such delay and the decision of CSD will be final in this regard.

i. Acknowledgement receipt i.e. POD (Proof of Delivery) copy with name, sign & seal of the receiver should be collected from the delivery points and to be submitted with final bill.

j. Loss/Damage: In case of loss/damage of Wall Calendar/Desk Calendar/Notebook or short delivery, cost equivalent to the lost/damaged calendars will be deducted from final bill of selected vendor(s). No payment would be given against lost challan(s).

Corporate Head Office: Shahjalal Islami Bank Tower, Plot-4, Block-CWN(C), Gulshan Avenue Gulshan, Dhaka-1212, Bangladesh, Phone: +880 2 222283457 (Hunting)
Email: sblcsd@sjiblbd.com, Website: www.sjiblbd.com

Subject: Request for submission of quotation for delivery (Courier) of Wall Calendar, Desk Calendar and Notebook-2027 of Shahjalal Islami Bank PLC.

Terms and conditions (Contd.):

k. Loss/Damage: In case of loss/damage of Wall Calendar/Desk Calendar/Notebook or short delivery, cost equivalent to the lost/damaged calendars will be deducted from final bill of selected vendor(s). No payment would be given against lost challan(s).

l. Payment: Bills for delivery of the items would be paid through payment order or directly to the account of selected vendor(s) maintained with Shahjalal Islami Bank PLC. after successful completion of whole work within 15 days from submission of bill. Advance payment is not allowed.

m. Selected vendor(s)/Courier Company(ies) should have necessary arrangements (Storage and security) for safe keeping of running stock of calendars for at least 7 (Seven) days and no payment will be given by the Bank for such arrangement.

n. Complete proposal/offer must be signed with date by the authorized representative of the company addressing "The Member Secretary, Procurement Committee, Shahjalal Islami Bank PLC., Corporate Head Office, Gulshan Avenue, Dhaka.

o. Proposal/Offer is to be submitted in sealed envelope to authorized officer of CSD (Mr. Muhammad Shahidul Islam, Phone: 01313-480000 or Mr. Md. Belayet Hossain, Phone: 01755-556050), Corporate Head Office on or before 29 October, 2026 within 12:00pm and be clearly marked "Quotation for delivery (Courier) of Wall Calendar, Desk Calendar and Notebook-2027 of Shahjalal Islami Bank PLC." on the top of the envelope.

p. Bank reserves the right not to award work order to 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, and other terms & conditions.

q. Following documents should be submitted along with the price quotation:
   i) Copy of update Trade License.
   ii) Copy of BIN/VAT Registration Certificate.
   iii) Copy of E-TIN Certificate along with proof of latest return submission.
   iv) Company profile in Brief.
   v) Bank Solvency Certificate/Account Statement for last 6(Six) Months
   vi) Copy of Experience Certificate/Work Order for related job within last 3 (Three) years.
   vii) Any other documents deemed necessary in this connection.

Additional information for submission of quotation		
Total No. of Branches of the Bank	:	Existing: 142 Branches & 5 Sub-branches
Location of branches	:	Available in Bank's website (www.sjibplc.com)

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

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

Sincerely yours,

Abul Bashar Md. Zafry
EVP & Head of CSD

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