شاه جلال اسلامي بنك ليميتيد
Shahjalal Islami Bank Limited
শাহজালাল ইসলামী ব্যাংক লিমিটেড
Common Services Division

Reference No.: SJIBPLC/CHO/CSD/2026/1103
Date: October 19, 2026

Subject: Request for Quotation for Supplying 'Flexo Seal/Rubber Stamp' for Shahjalal Islami Bank PLC.

Muhtaram,
Assalamu A'laikum Warahmatullah.

We are pleased to request you to submit quotation for the following items under the terms and conditions mentioned below:

SL No	Name of Item	Quantity
1	2 colour Self-Ink Rubber Stamp with Date (24x41mm)	11 Pieces
2	Self-Ink Rubber Stamp (70x25mm)	1 Piece
3	Normal Manual Flexo Rubber Stamp (Big, medium, small & round)	37 Pieces
4	Auto Numbering Seal (14 digit)	1 Piece
5	Gala Seal/Brass Seal	1 Piece

Remarks:

- The above quantity is for each new branch of the bank (Quantity may change after finalization of proof
- This year 6 (Six) branches are proposed to be opened
- Format of seals are as per attached sheets

Terms and Conditions:

a) Quoted Price should exclude VAT (VAT to be borne by the Bank) and include Tax and any kind of charges thereof.
b) Quoted Price must include delivery Charges.
c) Warranty period should be mentioned in the quotation.
d) The items should be delivered within 3 (three) days from approval of text/format and Delivery lead-time must be mentioned in the offer.
e) Work order(s) would be issued in favour of successful bidder(s) as per approval of the competent authority of the bank.
f) Delivery is to be done at the Common Services Division, Corporate Head Office, Shahjalal Islami Bank Tower (2nd floor), Plot-4, Block-CWN(C), Gulshan Avenue, Gulshan, Dhaka-1212 at vendor's own cost.
g) In case of delay in delivery, penalty will be imposed at the rate of BDT500.00 per day upto BDT2,000.00 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.
h) In the event of supply of items, which do not match with the required specification, quality or sample's quality or is of substandard quality, the Bank reserves the right for outright rejection of the goods, and the supplier will have to take back those at their own cost and will replace with acceptable quality within the time frame mutually agreed upon between the bank and the vendor.

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 Quotation for Supplying 'Flexo Seal/Rubber Stamp' for Shahjalal Islami Bank PLC.

Terms and Conditions (Contd.):

i) Quoted price shall remain valid for at least 01 (One) year because bank may go for purchasing the items as and when required basis from the successful bidder(s).

j) 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.

k) 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, Plot-4, Block-CWN(C), Gulshan Avenue, Gulshan, Dhaka-1212,'.

l) 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 supply of Flexo Seal/Rubber Stamp for SJIBPLC" at the top of the envelope.

m) 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).

Please contact the office of undersigned for any type of clarifications regarding product.

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.

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, Bangladesh, Phone: +880 2 222283457 (Hunting)
Email: sblcsd@sjiblbd.com, Website: www.sjiblbd.com

Shahjalal Islami Bank PLC.
Subidbazar Branch, Sylhet
TELLER NO.-1
CASH RECEIVED

Shahjalal Islami Bank PLC.
Subidbazar Branch, Sylhet
TELLER NO.-2
CASH RECEIVED

Shahjalal Islami Bank PLC.
Subidbazar Branch, Sylhet
TELLER NO.-1
CASH PAID

Shahjalal Islami Bank PLC.
Subidbazar Branch, Sylhet
TELLER NO.-2
CASH PAID

Shahjalal Islami Bank PLC.
Subidbazar Branch, Sylhet
RECEIVED FOR COLLECTION
Sign. .....

Shahjalal Islami Bank PLC.
Subidbazar Branch, Sylhet
RECEIVED TOO LATE FOR TODAY'S CLEARING
Time .....Sign. .....

Shahjalal Islami Bank PLC.
Subidbazar Branch, Sylhet
RECEIVED BUT CONTENTS NOT VERIFIED
Time .....Sign. .....

Shahjalal Islami Bank PLC.
Subidbazar Branch, Sylhet
RECEIVED
Time ..... Sign. .....

Shahjalal Islami Bank PLC.
Subidbazar Branch, Sylhet
TRANSFER

Shahjalal Islami Bank PLC.
Subidbazar Branch, Sylhet
TRANSFER

Shahjalal Islami Bank Ltd.
Subidbazar Branch, Sylhet
CLEARING
Shahjalal Islami Bank PLC.
Subidbazar Branch, Sylhet

SJIBPLC Card is issued against TQ/RFCD/ERQ with spending limit up to USD.....for SAARC Countries & Mayanmar & USD.....for rest of the countries valid for each calendar year until cancellation of SJIBPLC Card

Shahjalal Islami Bank PLC.
Subidbazar Branch, Sylhet

Total 12 Pcs

For Shahjalal Islami Bank PLC.
Subidbazar Branch, Sylhet

Authorised Signature

For Shahjalal Islami Bank PLC.
Subidbazar Branch, Sylhet

Authorised Signature Authorised Signature

For Shahjalal Islami Bank PLC.
Subidbazar Branch, Sylhet

Authorised Signature Authorised Signature

RECEIVED PAYMENT
For Shahjalal Islami Bank PLC.
Subidbazar Branch, Sylhet

Authorised Signature

Photocopy Certified to be true
For Shahjalal Islami Bank PLC.
Subidbazar Branch, Sylhet

Authorised Signature

Signature (s) verified only
For Shahjalal Islami Bank PLC.
Subidbazar Branch, Sylhet

Authorised Signature

Payee's Account will be
credited on realization
For Shahjalal Islami Bank PLC.
Subidbazar Branch, Sylhet

Authorised Signature

Payee's Account Credited
For Shahjalal Islami Bank Limited
Subidbazar Branch, Sylhet

Authorised Signature

Our Branch Endorsement Confirmed
For Shahjalal Islami Bank PLC.
Subidbazar Branch, Sylhet

Authorised Signature

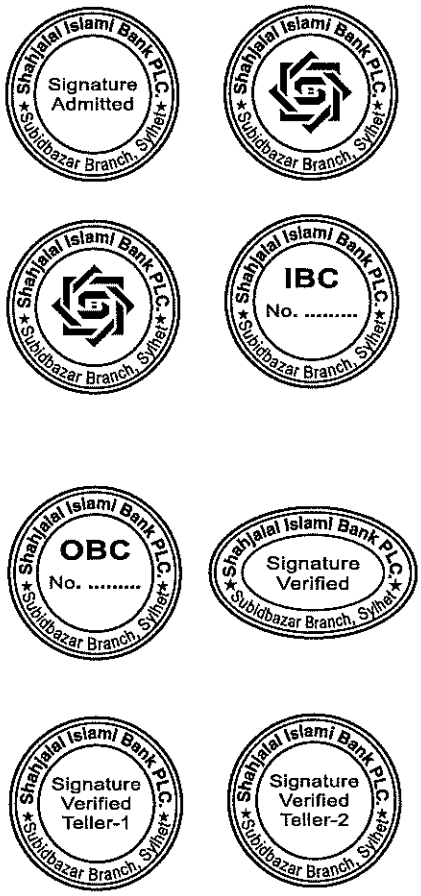
Shahjalal Islami Bank PLC.
Subidbazar Branch, Sylhet

Shahjalal Islami Bank PLC.
Subidbazar Branch, Sylhet

POSTED
TRACER NO.....
SIGN.....

POSTED	
Tracer No.	Initial

Total 13 pcs


Shahjalal Islami Bank PLC.
Signature Admitted
Subidbazar Branch, Sylhet
Shahjalal Islami Bank PLC.
Subidbazar Branch, Sylhet
Shahjalal Islami Bank PLC.
Subidbazar Branch, Sylhet
Shahjalal Islami Bank PLC.
IBC
No. .....
Subidbazar Branch, Sylhet
Shahjalal Islami Bank PLC.
OBC
No. .....
Subidbazar Branch, Sylhet
Shahjalal Islami Bank PLC.
Signature Verified
Subidbazar Branch, Sylhet
Shahjalal Islami Bank PLC.
Signature Verified Teller-1
Subidbazar Branch, Sylhet
Shahjalal Islami Bank PLC.
Signature Verified Teller-2
Subidbazar Branch, Sylhet

Total 8 pcs

Our Previous Clearing Stamp Cencelled

OUR IBC/OBC No. ..... DATED ..... REALISED

By Special Messenger **CANCELLED**

By Courier Service **NOT NEGOTIABLE**

PAHARTILI BRANCH, CHITTAGONG **CONFIDENTIAL**

Pahartili Branch, Chittagong **REGISTERED**

Account Payee Only **MOST URGENT**

Account Payee Only

ORIGINAL **DUPLICATE**

Most Immediate

Gala

12345678901234

Numbering
N314

Total 18 pcs