شاه جلال اسلامي بنك بي إل سي
Shahjalal Islami Bank PLC.
Committed to Cordial Service
শাহজালাল ইসলামী ব্যাংক পিএলসি.
আন্তরিক সেবায় প্রতিশ্রুতিবদ্ধ
Common Services Division

Reference: SJIBPLC/CHO/CSD/2026/1133
Date: November 03, 2026

Subject: Request for Quotation for Supplying Bangla QR Stands for Shahjalal Islami Bank PLC.

Muhtaram,
Assalamu A'laikum.

We are pleased to request local vendors to submit sealed quotation for the following items as per terms and conditions mentioned hereunder:

	Description				Qty.
	QR Table Topper Stand(With QR Sticker)				5,000 pcs
Acrylic Materials	i	Size	:	4" (W) x 7.2" (H) with 2.5" bottom bending & self-standing.	
	ii	Material	:	Premium Cast Acrylic PVC Stand (Local), 3mm thickness.	
	iii	Color	:	Opal / White (Bank approved color).	
	iv	Surface/Edge Finish	:	Scratch-resistant glossy finish; smooth, polished & burr-free.	
	v	Stability	:	Strong and balanced base suitable for top display.	
Sticker/Printing	i	Sticker	:	Premium waterproof self-adhesive Inkjet print with protective lamination.	
	ii	Branding	:	Printed as per Bank-approved artwork/design.	
	iii	Printing Method	:	Inkjet printer and licensed software using individual merchant data and QR codes provided by the Bank.	
Packing	i	Packaging	:	Individual branch wise Packaging	
	ii	Packing	:	05 Stands in a bundle by strong packed with quality air bubble cushioning bag	

Terms & conditions:

1	Quotations should be submitted in vendor's own letter head pad
2	Complete proposal/offer must be signed with date by the authorized representative of the company addressing the Member Secretory, Procurement Committee, Shahjalal Islami Bank PLC., Corporate Head Office, Gulshan Avenue, Dhaka-1212 on or before 08.11.2026 (Sunday) within 5:00 pm and be clearly marked "Quotation for (Name of Item)" at the top of the envelope.
3	Sample should be submitted along with the quotation according to the specification.
4	Price should be quoted excluding VAT (VAT would be borne by the Bank) and including TAX and any kind of charges thereof.
5	**Quoted rate should be valid for at least one year** because Bank may go for reproduction of the item(s) as and when required basis through issuing successive work orders to successful bidder(s) based on exhaustion of the stock of the items within the time frame.
6	Items quantity will be received within next **6 (six) months** from the date of issuing work order.
7	**Minimum Supply Quantity:** Minimum supplying quantity will be 50 (fifty) pcs
8	**Delivery Point:** QR Stands will be delivered to bank's Central Dispatch at Corporate Head Office **Delivery Period:** Within 48 hours from the time of requirement sent by email.
9	**Mode of Payment:** i) Payment of would be given through Payment Order or directly to vendor's account maintained with the SJIBPLC after inspection by representatives from the bank subject to submission of bill. ii) Bills may be paid on monthly basis.

Corporate Head Office: Shahjalal Islami Bank Tower, Plot-4, Block-CWN (C), Gulshan Avenue
Dhaka-1212, Bangladesh, Phone: +88 02 222283457 (Hunting)
Email: sblcsd@sjiblbd.com, Website: www.sjiblbd.com

Subject: Request for Quotation for Supplying Bangla QR Stands for Shahjalal Islami Bank PLC.

Terms & conditions (Contd.):

10	Proposal / Offer is to be submitted in sealed envelope or by email to authorized officer (Mr. Md. Rakibul Islam, EO, Mobile: 01755556325 / Mr. Md. Belayet Hossain, JEO, Mobile: 01755556050) of CSD, Corporate Head Office at the undernoted address
11	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 attach the copies of following documents along with your quotation:

a). Valid Trade License.
b). TIN & BIN Certificate.
c). List of Clients (Banks & Financial Institutions).
d). Organogram, strength of organization, country-wide support setup in brief.

Ma-assalamah.
Sincerely yours,

03/11/26

Md. Riad Hossain
VP and Head of Card

Abul Bashar Md. Zafry
EVP and Head of CSD

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