



Ref. No.: SJIBPLC/CHO/CSD/2025/1149

Date: August 27, 2025

Subject: Request for submission of quotation for supplying Photocopier Toner/Cartridge for the bank.

Muhtaram,  
Assalamu Alaikum.

We are pleased to request you to submit your quotation for supplying original toner/cartridge of the following photocopier models, as per the terms and conditions mentioned below.

SL No	Photocopier Model (Toshiba)	Toner Model	Toner Yield	Unit Price
1	Toshiba e-Studio 211/181			
2	Toshiba e-Studio 163/165/166/203/205/206			
3	Toshiba e-Studio 2555C/3055C/3555C/4555C/5055C			
4	Toshiba e-Studio 452/352/450/350			
5	Toshiba e-Studio 4618A/4518A			
6	Toshiba e-Studio 456/356/256/306			
7	Toshiba e-Studio 457/257/307/357/507			
8	Toshiba e-Studio 4508A/3008A/2508A			
9	Toshiba e-Studio 2303A/2309A			
10	Toshiba e-Studio 2523A			
11	Toshiba e-Studio 2528A			
12	Toshiba e-Studio 4528A			

SL No.	Photocopier Model (SHARP)	Toner Model	Toner Yield	Unit Price
1	SHARP AR-7024D			
2	SHARP AR-M460N			
3	SHARP BP-50M45			

SL No.	Photocopier Model (RICOH)	Toner Model	Toner Yield	Unit Price
1	RICOH IM 5000			
2	RICOH M 2700			
3	RICOH M 2701			
4	RICOH MP 1800L2			
5	RICOH MP 2001L			
6	RICOH MP 2014			

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## 1.1 Bidder's Qualification:

- The bidder must be able to supply photocopier toner/cartridges from ready stock when needed.
- If any toner/cartridge is found faulty, the bidder must replace it at no cost and without interrupting operations.
- The bidder must help solve any support issues between the client and the parent company during the service period.
- The bidder must have experience supplying toner/cartridges to local banks. Proof of this experience must be included.
- The bidder must be an authorized dealer of the toner/cartridge brand being offered.
- The bidder must be registered with the Income Tax Department and provide valid documents.

## 1.2 Documents Comprising the Bid

- Valid Trade License.
- Company Profile (including establishment date, number of technical engineers, number of employees, number of bank clients, number of support centers in Dhaka, and replacement period).
- E-TIN/BIN and VAT Certificate.
- Highest amount of Work/Purchase order for the product (amount and institution name).
- Proof of experience, such as experience certificates from at least 3 (three) existing corporate customers (banks are preferable), dated within the last year, if any.
- List of corporate clients with certificates.
- Name, contact number, and email address of the contact person(s).
- Previous business relationship history with Shahjalal Islami Bank PLC. (if any).

### Terms and conditions for submitting quotations for printer toner/cartridge:

1	Price should be quoted including Tax and excluding VAT (VAT to be borne by the bank).
2	Price should be quoted including delivery charges and all other charges.
3	Toner Yield/Print quantity must be mentioned in the quotation.
4	A) Quoted price must be valid for at least one year. B) Deadline for quotation submission: <b>September 14, 2025.</b>
5	Master work order(s) will be issued to successful bidder(s); toner/cartridge must be supplied on demand from ready stock. Urgent service may be required within 3–4 hours.
6	Price should remain fixed regardless of currency rate fluctuations or changes in government VAT, tax, or other incidental charges during the validity period of the master work order.
7	Toners/cartridges must be delivered to <b>Common Services Division (CSD), Corporate Head Office, Shahjalal Islami Bank Tower (2nd Floor), Plot No-4, Block-CWN(C), Gulshan Avenue, Dhaka-1212</b> at vendor's own cost.
8	No advance payment will be provided.
9	Bills will be paid via Payment Order or directly to the vendor's account maintained with SIBPLC within 10–15 days of bill submission.
10	Submission Address: <b>To Member Secretary Procurement Committee 2nd Floor, Corporate Head Office, Shahjalal Islami Bank PLC, Shahjalal Islami Bank Tower, Plot #4, Block #CWN(C), Gulshan Avenue, Dhaka-1212.</b>

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11	Submission Method: Offer must be submitted in a sealed envelope. Subject line should mention "Quotation for Photocopier's Toner".
12	<b>Approval Authority:</b> "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)"
13	<b>For all queries, please contact:</b> Md. Mohiuddin Taslim Common Services Division Cell Number: 01675350424

Ma-assalamah.

Sincerely yours,

  
Abul Bashar Md. Zafry  
SVP & Head of CSD

