

CSD, Corporate Head Office

Ref: SJIBL/CHO/CSD/2024/1538

Date: November 28, 2024

**Subject: Request for submission of quotation for supply of 'Office Stationery Items' for Shahjalal Islami Bank PLC.**

Muhtaram,  
Assalamu A'laikum Warahmatullah.

We are pleased to request you to submit sealed quotation for supply of different office stationery Items (List attached: Annexure-I) under the terms and conditions mentioned hereunder:

Terms and Conditions:

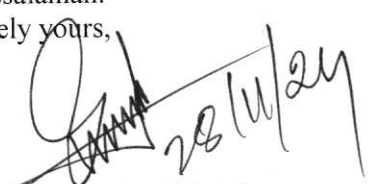
1. Rate should be quoted excluding VAT (VAT would be borne by the banks) & including Tax & other relevant charges.
2. Rate should be quoted including delivery charges.
3. The office stationery items should be supplied to the Common Services Division (CSD), Shahjalal Islami Bank PLC, Corporate Head Office, Shahjalal Islami Bank Tower (Level-2), Plot#4, Block#CWN(C), Gulshan Avenue, Gulshan, Dhaka-1212, at vendor's/supplier's own cost.
4. Stationery items should be supplied as per requirement (generally 02-03 orders per Week) of CSD, Corporate Head Office and urgent service may be required within 2/3 hours.
5. Quoted rates should be valid for at least one year.
6. Payment should be given through Payment Order or directly to the account of supplier maintained with Shahjalal Islami Bank PLC. within 10-15 days from submission of the respective bill(s).
7. No advance payment will be given.
8. Proposal/Offer is to be submitted in sealed enveloped, to the authorized officer of CSD (Muhammad Shahidul Islam-01313480000 & Md. Shoab Akther-01755556050), Corporate Head Office on or before 08.12.2024 within 12:00 pm and be clearly marked "**Quotation for supply of office stationery Items**" at the top of the envelope.
9. 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).
10. Following Documents/Papers should be submitted to the bank with the quotation:
  - (a) Copy of up to date Trade License
  - (b) Copy of VAT Registration Certificate/BIN Certificate
  - (c) Copy of List of clients & proof of experience.
  - (d) Copy of E-TIN Certificate.
  - (e) Copy of certificate / Receipt of latest tax return.

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

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.

Ma-Assalamah.

Sincerely yours,

  
Mahmudul Shamim Talukder  
EVP & Head of CSD

**Shahjalal Islami Bank PLC.**  
CSD, Corporate Head Office

Annexure - I

Date : 28.11.2024

List of Office Stationery Items with Rate (All Rates are Excluding VAT & Including Tax)

SN	Name of Items	Unit	Rate in BDT (To be quoted by Vendor)
1	ACI Aerosol 475 ml	01 Piece	
2	Aerosol Black Hit Godrej 400 ML	01 Piece	
3	Aerosol Black Hit Godrej 200 ML	01 Piece	
4	Aerosol Red Hit Godrej 400 ML	01 Piece	
5	Aerosol Red Hit Godrej 200 ML	01 Piece	
6	Air Freshner Godrej Aer Spay 220 ML - Charuta Private	01 Piece	
7	Air Freshner Spring 300 ML - SQUIRE Toiletries	01 Piece	
8	Air Freshner Fresh N Garden 300 ML- Amcon Industries	01 Piece	
9	Air Freshner ACI Angelic 300 ML - ACI	01 Piece	
10	Ball Pen Pentonic	01 Piece	
11	Ball Pen Linc Glycer	01 Piece	
12	Ball Pen Matador (Radiant/envoy)	01 Piece	
13	Ball Pen Matador (Alltime)	01 Piece	
14	Ball Pen Matador (Gripper/Orbit/Hi-school/Pinpoint)	01 Piece	
15	Binder Clip 15mm Diamond	01 Dozen/Box	
16	Binder Clip 19mm Diamond	01 Dozen/Box	
17	Binder Clip 25mm Diamond	01 Dozen/Box	
18	Binder Clip 32mm Diamond	01 Dozen/Box	
19	Binder Clip 41mm Diamond	01 Dozen/Box	
20	Binder Clip 51mm Diamond	01 Dozen/Box	
21	Board Pin Steel (Colour Plastic Coated) ABEL 1005B	01 Box	
22	Board Pin Steel (Colour Plastic Coated) Deli	01 Box	
23	Box File Paper made Dinar	01 Piece	
24	Box File Paper made Normal/LUCK	01 Piece	
25	Box File Plastic RFL	01 Piece	
26	Calculator CITIZEN CT-812N	01 Piece	
27	Calculator CITIPLUS CT-8866V	01 Piece	
28	Calculator Kangaro Plus - KG-240D (14 digits)	01 Piece	
29	Calculator TOKYO TY-939	01 Piece	
30	Calculator CASIO MJ-120D	01 Piece	
31	Calculator CASIO DJ-120D Plus	01 Piece	
32	Calculator Power PR-939D	01 Piece	
33	Calculator MASS MS-939	01 Piece	
34	Calculator Casio MJ120TW	01 Piece	

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35	Calculator Deli DL-1629	01 Piece	
36	Calculator Deli W-39203	01 Piece	
37	Calculator MASS MS-777	01 Piece	
38	Card Holder Book 160 Pcs Huajie VH-160	01 Piece	
39	Card Holder Book 240 Pcs Deli 5773	01 Piece	
40	Card Holder Book 300 Pcs (Leather Cover) TOZO NC 300.3	01 Piece	
41	Card Holder Book 300 Pcs Huajie BH-300	01 Piece	
42	Card Holder Book 480 Pcs (Forever)	01 Piece	
43	Card Holder Book 480 Pcs Huajie VH-480	01 Piece	
44	Card Holder Book 480 Pcs (Leather Cover)	01 Piece	
45	Carton Tape (Scotia) 2.5" Transparent 50 Yds/50 Meters	01 Piece	
46	Carton Tape (Scotia) 2.5" Brown 50 Yds/50 Meters	01 Piece	
47	Carton Tape (Scotia) 2.5" Transparent 35 Yds/35 Meters	01 Piece	
48	Carton Tape (Scotia) 2.5" Brown 35 Yds/35 Meters	01 Piece	
49	CD/DVD Marker Luxo'l	01 Piece	
50	CD/DVD Marker Deli	01 Piece	
51	Clip Board Matador (All-Time)	01 Piece	
52	Clip Board Deli	01 Piece	
53	Clip Board Good Luck	01 Piece	
54	Cloth Duster (Best Quality)	01 Piece	
55	Correction Pen Deli 8ml	01 Piece	
56	Correction Pen Matador Officemate - 8 ML	01 Piece	
57	Correction Pen Uni 8ml	01 Piece	
58	Correction Pen Huajie 8ml	01 Piece	
59	Court File Blueberry	01 Piece	
60	Court File Hertz	01 Piece	
61	Court File VIP	01 Piece	
62	Court File Plastic - Matador	01 Piece	
63	DATA BANK - Two Ring File A4 Size 1.5"	01 Piece	
64	Display Book A4 60 pockets Huajie	01 Piece	
65	Display Book A4 100 pockets Huajie	01 Piece	
66	Display Book Legal 60 pockets Huajie	01 Piece	
67	Display Book Legal 100 pockets Huajie	01 Piece	
68	Double Clip File FC	01 Piece	
69	Eraser GOOD LUCK Super	01 Piece	
70	Eraser GOOD LUCK SPARK	01 Piece	
71	Eraser Aspara	01 Piece	
72	Eraser NATARAJ	01 Piece	
73	Eraser Matador i-teen Small	01 Piece	
74	Eraser Neon Matador (Small)	01 Piece	
75	Facial Tissue FAY 120X2 Ply	01 Box	
76	Facial Tissue Bashundhara 120X2 Ply	01 Box	
77	Gel Pen Linc Ocean	01 Piece	
78	Gel Pen Matador i-teen	01 Piece	

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79	Gel Pen Pilot V4 Pen with grip	01 Piece	
80	Gel Pen Pilot V5 Pen with grip	01 Piece	
81	Gel Pen Pilot V5 Pen without grip	01 Piece	
82	Gel Pen Pilot V7 with grip	01 Piece	
83	Gel Pen Pilot V10 with grip	01 Piece	
84	Gel pen Uniball eye UB-150	01 Piece	
85	Gel Pen Deli Mate Q202 - 0.5 ML	01 Piece	
86	Glue (Liquid) Kippy 50cc	01 Piece	
87	Glue Stick Kores 08 gms	01 Piece	
88	Glue Stick Fevi Stick 08 gms	01 Piece	
89	Glue Stick Fevi Stick 15 gms	01 Piece	
90	Glue Stick (Deli) 8 gms	01 Piece	
91	Gum FEVICOL MR White Adhesive (Tube) 50gm	01 Piece	
92	Gum FEVICOL MR White Adhesive (Tube) 100gm	01 Piece	
93	Heavy Duty Punch Kangaro 900	01 Piece	
94	Heavy Duty Punch KW Trio-978	01 Piece	
95	Heavy Duty Punch Kangaro HDP-2320	01 Piece	
96	Heavy Duty Punch Deli -0150	01 Piece	
97	Heavy Duty Staple Machine Kangaroo HD23S24	01 Piece	
98	Heavy Duty Staple Machine KW-Tro Big, Taiwan	01 Piece	
99	Highlighter Marker Readleaf	01 Piece	
100	Highlighter Marker Faber Castell	01 Piece	
101	Highlighter Marker Good Luck	01 Piece	
102	James Clip Color (Plastic coated) Deli-0024	01 Box	
103	James Clip Color (Plastic coated) H-WA3	01 Box	
104	James Clip Holder Deli No.0988	01 Box	
105	James Clip Holder (Normal)	01 Box	
106	James Clip Steel Deli	01 Box	
107	James Clip Steel Square No.625	01 Box	
108	Knife China K-520	01 Piece	
109	Kacha Register 100 Pages	01 Book	
110	Kacha Register 200 Pages	01 Book	
111	Kacha Register 500 Pages	01 Book	
112	Lever Arch File 3"Huajie (Lock System)	01 Piece	
113	Lever Arch File 3" Luck (Lock System)	01 Piece	
114	Megazine File Paper made Best quality	01 Piece	
115	Megazine File Paper Made Dinar	01 Piece	
116	Megazine File Plastic (RFL)	01 Piece	
117	Money Sponge	01 Piece	
118	Musking tape 1"	01 Piece	
119	Management File Hujie A4 (HLW320PP)	01 Piece	
120	Management File Bili A4 (A320)	01 Piece	
121	Management File Good Luck	01 Piece	
122	N T Cutter Medium SDI (No. 0406)	01 Piece	



123	N T Cutter Medium Deli (No. 2031)	01 Piece	
124	N T Cutter Medium RFL	01 Piece	
125	N T Cutter Big Deli No.2061	01 Piece	
126	N T Cutter Big SDI	01 Piece	
127	N T Cutter Big Deli No.2041	01 Piece	
128	N T Cutter Matador M37	01 Piece	
129	N T Cutter Blade Big SDI	01 Piece	
130	N T Cutter Blade Medium	01 Piece	
131	Name/Business Card Holder Deli E7621 - Acrylic Transparent	01 Piece	
132	Napkin Tissue Bashundhara (Big) 13"x13" 100 Pcs	01 Packet	
133	Napkin Tissue FAY (Big) 13"x13" 100 Pcs	01 Packet	
134	Paper Tray (02 Rack) Plastic Normal	01 Set	
135	Paper Tray (02 Rack) Plastic RFL	01 Set	
136	Paper Tray (03 Rack) Normal	01 Set	
137	Paper Tray (03 Rack) RFL	01 Set	
138	Paper Tray (02 Rack) Steel	01 Set	
139	Paper Tray (03 Rack) Steel	01 Set	
140	Pen Holder Deli (Round Shape)	01 Piece	
141	Pen Holder Deli (Square Shape)	01 Piece	
142	Pen Holder RFL (Net Type)	01 Piece	
143	Pen Pot (Net type circular) Huajie 0100	01 Piece	
144	Pen Pot (Normal)	01 Piece	
145	Pencil 2B (Faber-Castell Goldfaber Navy-Blue & White)	01 Dozen	
146	Pencil 2B (Faber-Castell Goldfaber 1221)	01 Dozen	
147	Pencil 2B (Matador Genius)	01 Dozen	
148	Pencil 2B (Matador Venus)	01 Dozen	
149	Pencil 2B (Lyra)	01 Dozen	
150	Pencil Battery (Sunlight) Size AA/1.5V	01 Piece	
151	Pencil Battery (Olympic) Size AA/1.5V	01 Piece	
152	Pencil Battery (Maxell) Size AA/1.5V	01 Piece	
153	Pencil Battery (Sony) Size AA/1.5V	01 Piece	
154	Pencil Battery (Duracell) Size AA/1.5V	01 Piece	
155	Permanent Marker Redleaf 303	01 Piece	
156	Permanent Marker Artline	01 Piece	
157	Pin Remover Kangaroo SR-L45 (No. 376224)	01 Piece	
158	Pin Remover Deli No.0231	01 Piece	
159	Pin Remover RFL	01 Piece	
160	Pin Remover Kangaroo SR_45T	01 Piece	
161	Plastic Folder A4 Size Huajie	01 Piece	
162	Plastic Folder A4 Size Good Luck	01 Piece	
163	Plastic Folder Legal Size China	01 Piece	
164	Punch Machine Deli 0137	01 Piece	
165	Punch Machine Deli 0102	01 Piece	

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166	Punch Machine Kangaro DP-600	01 Piece	
167	Punch Machine Kangaro 280	01 Piece	
168	Punch Machine RFL Normal	01 Piece	
169	Punch Machine Kangaroo DP 700	01 Piece	
170	Punch Machine REX 100*L	01 Piece	
171	Push pin Colour Deli-0031 (100 Pcs)	01 Box	
172	Push pin Colour Dingli DL833 (50 Pcs)	01 Box	
173	Remote Battery (Sunlight) Size AAA/1.5V	01 Pair	
174	Remote Battery (Olympic) Size AAA/1.5V	01 Pair	
175	Remote Battery (Maxell) Size AAA/1.5V	01 Pair	
176	Remote Battery (Sony) Size AAA/1.5V	01 Pair	
177	Remote Battery (Duracell) Size AAA/1.5V	01 Pair	
178	Rexin Tape 2"	01 Piece	
179	Rubber Band ANIKA - Thailand	01 Kg	
180	Ruled Pad Offset (A4 Size) 30 Pages	01 Piece	
181	Scissors Deli 6009 - 7 Inch	01 Piece	
182	Scissors Deli 6010 - 8 1/4 Inch	01 Piece	
183	Scissors Matador Officemate	01 Piece	
184	Scotch Tape 3/4" Normal	01 Piece	
185	Sharpner i-teen Matador Small	01 Piece	
186	Sharpner Faber - Castell Econ	01 Piece	
187	Sharpner NATARAJ - 621	01 Piece	
188	Sharpner Deli - 0594	01 Piece	
189	Slip Paper / Note Paper Big Offset (colour) 500 sheets	01 Packet	
190	Slip Paper / Note Paper Big Offset White 500 sheets	01 Packet	
191	Slip Paper / Note Paper with Box Deli No. 7601	01 Piece	
192	Slip Paper / Note Paper Box (Leather) with paper	01 Piece	
193	Spiral Note Book (Millenium) A4 Size	01 Piece	
194	Spiral Note Book Normal (100 Pages)	01 Piece	
195	Stamp Pad Artline	01 Piece	
196	Stamp Pad Horse	01 Piece	
197	Stamp pad ink Shiny for Auto Seal	01 Jar	
198	Stapler Machine Kangaro HD 45 (No.384556)	01 Piece	
199	Stapler Machine Kangaro HD 45 (No.376224)	01 Piece	
200	Stapler Machine RFL Normal	01 Piece	
201	Stapler Machine Kangaroo DS 45	01 Piece	
202	Stapler Machine Kangaroo HP 45	01 Piece	
203	Stapler Machine Kangaroo 23S13QL	01 Piece	
204	Stapler Machine Kangaroo No. 10	01 Piece	
205	Stapler Pin 24/6 Kangaro (No. 384556)	01 Box	
206	Stapler Pin 24/6 Kangaro (No.376224)	01 Box	
207	Stapler Pin 23/13 Kangaro	01 Box	
208	Stapler Pin 23/15 Kangaro	01 Box	
209	Stapler Pin 23/17 Kangaro	01 Box	

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210	Stapler Pin 23/23 Kangaro	01 Box	
211	Stapler Pin 23/8 Kangaro	01 Box	
212	Stapler Pin 24/6 Deli	01 Box	
213	Stapler Pin 24/6 Great Wall	01 Box	
214	Stapler Pin 23/10 Kangaro	01 Box	
215	Stapler pin No.10 Kangaro	01 Box	
216	Stapler pin No.10 Deli	01 Box	
217	Steel Scale 12"	01 Piece	
218	Stick Notes China E3 100 Pcs - 3X3' (5 Colour Putted)	01 Piece	
219	Stick Notes JinXin E3 100 Pcs - 3X3' (5 Colour Putted)	01 Piece	
220	Stick Note Pad 3X3' (5 Multi Colour) China-100 Pcs	01 Piece	
221	Stick Note Pad Deli-7730 (3X3') Multi Colour -100 Pcs	01 Packet	
222	Stick Note Pad 2/3" Suremark	01 Packet	
223	Stick Note Pad 2/3" Pronoti	01 Packet	
224	Stick Note Pad 3/3" Suremark	01 Packet	
225	Stick Note Pad 3/3" Pronoti	01 Packet	
226	Stick Note Pad 1.5/2" Suremark	01 Packet	
227	Stick Note Pad 1.5/2" Pronoti	01 Packet	
228	Sticker Paper A4 size Mat Paper	100 Pieces	
229	Sticker Paper A4 size Glossy Paper	100 Pieces	
230	Stock Register No. 8	100 Pieces	
231	Super Glue Fevicol 3g	01 Piece	
232	Tape Dispenser Stand Deli-808	01 Piece	
233	Tape Dispenser Stand Hua Jie H-No.9	01 Piece	
234	Tape Dispenser Stand Deli-810	01 Piece	
235	Thread Ball (White) Thick & Big	01 Ball	
236	Thread Ball (Red & White) Big	01 Ball	
237	Two Ring File A4 Size 1" Good Luck	01 Piece	
238	Two Ring File A4 Size 1.5" Good Luck	01 Piece	
239	Waste Bin/Basket (Black Metal) - Small	01 Piece	
240	White Board Duster Good Luck	01 Piece	
241	White Board Duster Deli No.7810	01 Piece	
242	White Board Duster RFL	01 Piece	
243	White Board Marker (Redleaf)	01 Piece	

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