



Common Services Division, Head Office, Dhaka.

Date: January 2, 2025

Subject: Request for submission of application along with necessary information for enlistment of vendor for the Bank.

Dear Sir/Madam,
Assalamu Alaikum,

Shahjalal Islami Bank PLC. is going to enlist vendors in different categories: i) IT equipment's, ii) Office appliance & equipment's, iii) Office furniture & fixture, iv) Interior decoration, v) Security & Printing stationary, vi) Repairing & maintenance (mention product name) and v) Miscellaneous items to procure necessary products/goods/services for the bank. In this regard, reputed vendors are requested to submit the enlistment form with others necessary documents to the undersigned on or before 31.01.2025. Offer should be submitted in a sealed envelope in categories ways.

ENLISTMENT FORM

SL.	Required Parameter	Information of supplier
1.	Name of the Company	:
2.	Name of Proprietor/CEO/MD/Chairman	:
3.	Telephone or cell number	: i) ii)
4.	E-mail address	:
5.	Present/mailing address	:
6.	Office/Registered office address	:
7.	Factory/Showroom address	:
8.	Date of company establishment	:
9.	Trade License number and expiry date	:
10.	TIN number (e-TIN)	:
11.	VAT Registration Number and category	:
12.	BIN no	:
13.	A/C No. of the company with name of Bank & Branch	:
14.	Name, Contact number and e-mail address of the Contact person	:
15.	Address and contact number of the support office/branches across the country (if necessary please enclosed another sheet)	:
16.	Name of the partners and status of the partnership (if any)	:
17.	Product or service wise Client List (at least 5 clients with contact details)	:
18.	Name of the offered product/services/goods	:

(Handwritten signatures and initials)

شاه جلال اسلامي بنك بي إل سي

Shahjalal Islami Bank PLC.




শাহজালাল ইসলামী ব্যাংক পি.এল.সি.

Common Services Division, Head Office, Dhaka.

19.	Highest amount of Work/Purchase Order (amount & Institution name)	:	
20.	Financial soundness/ Bank solvency certificate	:	
21.	Vendor's previous business relationship history with Shahjalal Islami Bank PLC. (in year)	:	
22.	Other information if any	:	

Shahjalal Islami Bank PLC. reserves the right to accept or reject any or all application(s) of enlistment as well as the enlistment of vendors may also be cancelled at any time without showing any reason. Noted that enlistment doesn't mean assurance of work.


02/01/25

Mahmudul Shamim Talukder
EVP & Member Secretary
Procurement Committee
Shahjalal Islami Bank PLC.
Corporate Head Office, Dhaka



Documents to be attached (put tick mark):

<input type="checkbox"/>	1	Application for enlistment on organization's own Letter Head Pad.
<input type="checkbox"/>	2	Photocopy of up to date Trade License.
<input type="checkbox"/>	3	Photocopy of Vat Registration Certificate.
<input type="checkbox"/>	4	Photocopy of e-TIN Certificate & Up to date Tax Return Acknowledgement receipt.
<input type="checkbox"/>	5	Photocopy of BIN Certificate.
<input type="checkbox"/>	6	Two Copies of recent color photographs and one of National Identity Card/Smart Card of Chairman/CEO/Proprietor/Managing Director and authorized person(s).
<input type="checkbox"/>	7	Company Profile along with CV of the authorized person(s) to deal with Bank.
<input type="checkbox"/>	8	Experience Certificate of at least 3 (three) existing corporate customers (Banks should be preferable) at a date within last six months.
<input type="checkbox"/>	9	Document authenticating authorized distributorship in relevant principal (if any)
<input type="checkbox"/>	10	Title deed (if own premises)/Lease agreement (if rented)
<input type="checkbox"/>	11	List of available Machinery/Equipment in relevant field (if any)
<input type="checkbox"/>	12	Any other documents seemed necessary to authenticate the information given.

Last Date of submission: January 31, 2025