

May 29, 2019

Tender for supplying 15,000 units of Shoulder Bag for distribution among the Hon'ble Pilgrims for the year-2019.

The following terms and conditions for the required item are given hereunder for the bidders/vendors.

Sl. No.	Specifications	
1.	Body	: Length = 21", width = 17"
2.	Cloth	: Triple part cloth (outside two part Nylon body and inside one is 210 Polestar cloth) and thickness as per sample.
3.	Color	: Blue
4.	Screen Print	: <ul style="list-style-type: none"> • Bank's logo = 3.5" in both sides(white color) • Bank's name with slogan in English = 9.5" in both sides(white color) • Country name in English in both sides(white color)
5.	Rope	: High quality Rope with white color as per sample
6.	Zipper	: High quality Zipper widely in one side
7.	Joint	: The joints of Ropes will be as per sample

For any query regarding specification of the product please communicate with following number (Mr. Mauin Uddin Jahangir, Mob-01714-923032).

Terms and Conditions:

1.1 Scope of Bid

Shahjalal Islami Bank (Hereinafter referred to as "the **Bank**") wishes to receive bids from the bona fide firms for supplying 15,000 units of Shoulder Bag at Corporate Head office of the Bank, Shahjalal Islami Bank Tower, Plot # 4, Block # CWN(C), Gulshan Avenue, Dhaka-1212 and at least 6 individual branch/locations of the bank throughout the country at your own arrangement.

1.2 Bidder's qualification

- Bidder shall be assessed under Income Tax Department.

1.3 Documents comprising the bid

- a. Schedule for financial proposal
- b. Photocopy of following documents should be submitted with the offer:
 - i. Valid Trade License
 - ii. E-TIN and VAT Certificate
 - iii. Proof of Experience
 - iv. List of corporate clients with Certificates
 - v. Copies of the Quality certification obtained by the vendors on the products they quoted and quality Certification on their process, if any.

1.4 Sample of Shoulder Bag

- Original sample of quoted item must be submitted along with the bid document.

1.5 Bid prices

Bidders shall quote the price in Bangladeshi Taka (BDT) for the item quoted excluding VAT (Vat will be borne by the bank) & including Tax and any kind of charge thereof.



1.6 Bid validity

Bid shall remain valid for a period of 45 (forty five) days from the date of opening of proposals. In exceptional circumstances, prior to expiry of the original bid validity period, the Bank may request the bidder to extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing. A bidder agreeing to the request will not be permitted to modify its bid.

1.7 Sealing and marking of bid

The envelope shall

1. Be addressed to the bank at the following address: The Member Secretary, Procurement Committee, Shahjalal Islami Bank Limited, Corporate Head Office, Shahjalal Islami Bank Tower, Plot # 4, Block # CWN(C), Gulshan Avenue, Dhaka-1212.
2. In addition to the above requirements, the envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case may be declared "late" pursuant to **clause 1.8**.
3. If the envelope is not sealed and marked as above, the bank will assume no responsibility for the misplacement or premature opening of the bid.

1.8 Deadline of bid

The bidder must submit the bids in original (sealed), duly marking the envelope as addressed at the following no later than 2:00 p.m. (sharp) on 11.06.2019.

1.9 Late Bids

Any bid received by the bank after the deadline for submission of bid prescribed in clause 1.8 may be rejected and returned unopened to the bidder.

1.10 Evaluation of proposals

The bank will carry out a detailed evaluation of the bids according to the information supplied by the bidder through its proposals. The bank may arrange a discussion meeting with any/all bidders to Understand each and every aspect of technicality of the proposal. The bank will choose the offer that will be more comprehensive and that confirm the relevant required Umbrellas.

Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any persons not officially concerned with such process until the award to the successful bidder has been announced. Any efforts by a bidder to influence the processing of bids or award decision may result in rejection of the bidder's bid.

Evaluation will be executed as per the evaluation criteria of bank.

Bidders are requested to submit prices with specification of Shoulder Bag.

1.11 Price Negotiation.

The bank has the authority to negotiate with all the bidders to reduce price.

Bank will choose the successful bidder, after price negotiation, considering other performance and quality of products which are deemed fit by the bank



1.12 Award of Contract

The bank will issue work order to the successful bidder. Bank reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time without assigning any reason. The bank is not bound to accept the offer of lowest bidder.

Bank will notify/issue work order in favor of the successful bidder that his bid has been accepted.

1.13 Performance Security

The successful vendor will have to deposit an amount equivalent of 3% (three) of the total work order/contract value mentioned in the clause 1.12 as performance security. Mentioned performance security would be returned with final bill.

1.14 Product Delivery

Maximum 30 (thirty) days from the date of receiving the Work Order.

1.15 Penalty

In case of failure or any kind of delay regarding delivery of the product within due time mentioned in clause 1.14, vendor will be liable to pay 1% of the total work order value as penalty to the bank for delaying each daily after the due date. Upon reaching the penalty to 5% of total Work Order/Contract value, the performance security and the bid security as well as the Work Order will be forfeited on sending a letter to the vendor. However, Bank must be informed for any foreseeable delay due to uncontrolled situation prior to exceed the delivery deadline mentioned in clause 1.14 which may be considered by the bank if situation justify such delay and the decision of purchase committee of the bank will be final.

Moreover, performance security will be forfeited in case of violation of warrant support issues mentioned in clause 1.2 within the products warranty period (if applicable).

1.16 Payment

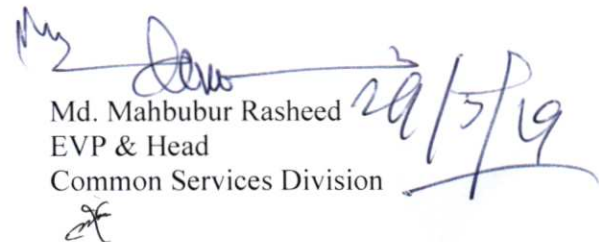
Payment (with holding the Performance Security) will be made within 30 (thirty) days of supply. The Performance Security Money will be paid at the time of final bill. Partial payment may be allowed after delivery of at least 8,000 (eight thousand) units of Shoulder Bag.

1.17 Withholding Sales Tax & VAT

The bidder is hereby informed that the Government shall deduct tax at the rate prescribed under the Tax Laws of Bangladesh, from all payments for services rendered by any bidder who signs a contract with the Bank. The bidder will be responsible for all taxes on transactions and/or income, which may be levied by the bank. If bidder is exempted from any specific taxes, then it is requested to provide the relevant documents with the proposal.



Md. Farid Uddin
AVP & Head
Shariah Inspection & Compliance Division



Md. Mahbubur Rasheed
EVP & Head
Common Services Division