

Shahjalal Islami Bank Limited
CSD, CHO, Dhaka.

Ref.: No: SJIBL/CHO/CSD/2022/

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Date: 05.01.2022

Subject: Request for submission of quotation for supplying office furniture (chair & sofa) for the bank.

Muhtaram,
Assalamu A'laikum.

We are pleased to request you to submit your quotation for supplying office furniture as per terms & conditions mentioned below.

SI	Name of Items	Our Specification	Remarks
1	Manager Chair	Finish Chair with Headrest, Upholstered seat in F202 fabric (KM-10), PU foam, Multifunction Mechanism, Aluminium back support & 2.5 caster wheel (Others specification as per sample).	
2	Executive (Deputy Manager) Chair	1. Fabric, leather /PU cover, metal chrome frame 2. Executive Chair, Mesh Chair, Swivel Chair 3. SS base with stainless steel cover	
3	Sr. Executive Visitor Chair	Finished chair with black mesh (M101) high back, Upholstered seat in F608 fabric, Back frame & Chrome sled base (Others specification as per sample).	
4	Executive Revolving Chair with Head Rest	Back mesh & fabric upholstery (Others specification as per sample)	
5	Officer Chair	Back mesh & fabric upholstery (Others specification as per sample)	
6	Visitor Chair	Back mesh & fabric upholstery (Others specification as per sample)	
7	Dinning Chair	S.S high leg framing & bend wood	
8	2 (Double) seated sofa	Armless sofa made of wooden frame, P.U upholstery, Black Korean/Vietnam Rexine (artificial) Leather & best quality of foam (Others specification as per sample).	
9	1 (Single) seated sofa	Armless sofa made of wooden frame, P.U upholstery, Black Korean/Vietnam Rexine (artificial) Leather & best quality of foam (Others specification as per sample).	

Terms and conditions for submitting quotations for office furniture:

1.	Price should be quoted including Tax & excluding Vat (Vat to be borne by the bank).
2.	Price should be quoted including delivery charges and all other charges.
3.	Quoted price must be valid for at least one year.
4.	The items should be supplied to all the branch of the bank across the country.
5.	No advance payment will be given.
6.	Bills should be paid through Payment Order or directly to the account of vendor(s) maintained with SJIBL after submission of the bill.
7.	03 (three) years warranty period should be mentioned in the quotation for all parts of the items.
8.	In the event of supply of the said item which does not match with the required specification, quantity, quality or is of substandard quality, the Bank reserves the right for outright rejection of the product and the vendors will have to take back the supplied product at your their cost and will replace with acceptable quality within the time frame as mutually agreed upon by the vendor and the bank.
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.	Quotations should be submitted in sealed envelopes addressing the Member Secretary, Procurement Committee, Shahjalal Islami Bank Limited, Corporate Head Office, Shahjalal Islami Tower, Plot-4, Block – CWN (C), Gulshan Avenue, Dhaka-1212 as per format within 12.00 pm on 20.01.2022.

Ma-assalamah.

Sincerely yours,

Md. Noor-A-Alam Hossain
VP, CSD

Md. Mahmudul Haque
SEVP & Head of CSD