



Common Services Division,
Corporate Head Office, Dhaka

Ref. No.: SJIBPLC/CHO/CSD/2024/ 143

Date: February 12, 2024

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

Muhtaram,
Assalamu A'laikum.

We are pleased to request you to submit your quotation for supplying Compatible Toner/Cartridge of following model as per terms and conditions mentioned below:

Sl. No.	Toshiba Branded Photocopier Model	Qty.	Toner Model	Toner Yield	Unit Price
1	E-studio-211/181	01 Unit			
2	E-studio-206/203/163/ 166	01 Unit			
3	E-studio-455/450/350/305/255	01 Unit			
4	E-studio-452, 352, 450, 350	01 Unit			
5	E-studio- 4618A/4518A	01 Unit			
6	E-studio- 456, 356, 256, 306	01 Unit			
7	E-studio-457/ 257/ 307/357/507	01 Unit			
8	E-studio-4508A/3008A/ 2508A	01 Unit			
9	E-studio-2303A/ 2309A	01 Unit			
10	E-studio-2523A/ 2329A/ 2829A/	01 Unit			
11	E-studio-2505	01 Unit			

Sl. No.	Ricoh Branded Photocopier Model	Qty.	Toner Model	Toner Yield	Unit Price
1	MP-1800L2	01 Unit			
2	MP-2001L	01 Unit			
3	MP-2014	01 Unit			
4	M-2700	01 Unit			
5	MP-2000	01 Unit			

Sl. No.	Sharp Branded Photocopier Model	Qty.	Toner Model	Toner Yield	Unit Price
1	AR-M460N	01 Unit			
2	AR-7024D	01 Unit			


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 quotation.
4	a) Quoted price must be valid for at least one year. b) Dead line of Quotation submission: February 25, 2024.

5	Principal Authorization: Distribution-ship certificate availability in the web link.
6	Master work order(s) should be issued to be the successful bidder(s) under which the vendors will supply required Toner/Cartridge on demand basis from ready stock and urgent service may be required within 2/3 hours.
7	Price should not be increased with the increase of currency rate or increase in Government VAT, Tax or any other incidental charges within validity period of the Master work order.
8	The Photocopier Toners/Cartridges should be supplied to Common Services Division(CSD), Corporate Head Office, Shahjalal Islami Bank PLC., Plot No-4,Block-CWN(C),Gulshan Avenue,Dhaka-121 at vendor's /supplier's own cost.
9	No advance payment will be given.
10	Bills should be paid through Payment Order or directly to the account of vendor(s) maintained with SJIBPLC. within 10-15 days for submission of the bill.
11	Submission Address: To Member Secretary Procurement Committee Corporate Head Office, Shahjala Islami Bank PLC. Shahjalal Islami Bank Tower , Plot#04, Block# CWN(C), Gulshan Avenue Dhaka-1212
12	Submission Method: Offer should be submitted in sealed envelope. The subject of the offer should be mentioned at the top of the envelopes. Such as "Quotation for Photocopier's Toner "
13	Approval Authority: "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) "

Ma-assalamah.

Sincerely yours



12/02/24

Mahmudul Shamim Talukder
EVP & Head of CSD

