



Ref: SJIBPLC/CHO/CSD/2024/239

March 13, 2024

The Audit Firms/Surveyors/Marketing Researchers
Operating in Bangladesh.

Subject: Request for Quotation (RFQ).

Muhtaram,

Assalamu Alaikum.

This is to inform for all concerned firms that Shahjalal Islami Bank PLC. is operating banking services through 144 branches (including 4 sub-branches) in addition to the ATM services across the country. Now, we are in need of getting the report on entire assessment as per following format.

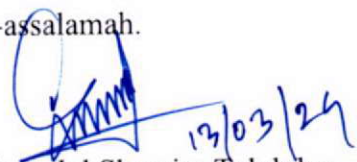
Name of Branches/Sub-Branch:

Particulars		Remarks
Whether the location of Branch/Sub-Branch suitable?	Yes	
	If no (Explain with Justification)	
Whether existing Rate of rent Justified as compared to present market?	Yes	
	If no (Explain with Justification)	
Whether the rented area matched with the actual area (Including common Spaces) of the branch ?	Yes	
	If no (Explain with Justification)	Specify Excess/Deficit Area (In Sft.)
Present Area of Floor spaces (in sft.) as per Lease deed		
Whether Interior Decoration Standards?	Yes	
	If no (Explain with Justification)	

It is mentionable that the price to be quoted (including Vat & Tax) per square feet based on branch location and floor area situated in the rural and urban area throughout the country (Zone wise location of Branches/Sub-Branches is available in the website of the bank). It is also to be mentioned here that area of floor spaces per branch is lying mostly between 1000 square feet to 6000 square feet.

In view of the above, you are requested to submit closed quotation as per above stated format on or before 20 March,2024 positively to **The Member Secretary, Procurement Committee, Shahjalal Islami Bank PLC. Corporate Head Office, Shahjalal Islami Bank Tower (5th floor), Plot # 4, Block # CWN(C), Gulshan Avenue, Dhaka-1212.**

Ma-assalamah.


13/03/24
Mahmudul Shamim Talukder
EVP & Head