



CSD, Corporate Head Office

Reference: SJIBL/CHO/CSD/2022/ 1545

Date: August 16, 2022

Subject: Request for submission of quotation for supply of 'Office Stationery Items' for our Bank.

Muhtaram,

Assalamu A'laikum Warahmatullah.

We are pleased to request you to submit sealed quotation for supply of Office Stationery Items (List attached) under the terms and conditions mentioned below:

Terms and Conditions:

1. Rate should be quoted Excluding VAT (VAT would be borne by the bank) & Including Tax & other relevant charges.
2. Rate should be quoted including delivery charges.
3. Stationery Items should be supplied as per requirement (generally 02-03 orders per Week) of CSD, Corporate Head Office and urgent service may be required within 2/3 Hours.
4. Stationery Items should be supplied to Common Services Division (CSD), Shahjalal Islami Bank Limited, Corporate Head Office, Shahjalal Islami Bank Tower, Plot#4, Block#CWN(C), Gulshan Avenue, Gulshan, Dhaka-1212, at vendor's/supplier's own cost.
5. Quoted rates should be valid for at least one year.
6. Payment would be given through Payment Order or directly to the account of supplier maintained with Shahjalal Islami Bank Limited within 10-15 days from submission of the respective bill(s).
7. Advance payment is not allowed.
8. Proposal / Offer is to be submitted in sealed envelope, to the authorized officer of CSD (Mr. Md. Shahidul Islam - 01755556050), Corporate Head Office on or before 24.08.2022 within 2:00 pm and be clearly marked "Quotation for supply of office stationery Items" at the top of the envelope.
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. The Documents/Papers which should be submitted to the bank with the quotation are-

- (a) Up to date Trade License
- (b) VAT Registration Certificate/BIN Certificate
- (c) List of clients & proof of experience.

Please contact the office of undersigned for any type of clarifications in regard to product.

Manipulation or any kind of unusual approach or failure to submit the proposal /offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.

Ma-assalamah.

Sincerely yours,

Md. Mahmudul Haque
SEVP & Head of CSD

Enclosure: List of Office Stationery Items (6 pages)

Corporate Head Office: Shahjalal Islami Bank Tower, Plot-4, Block-CWN (C), Gulshan Avenue, Dhaka-1212, Bangladesh, Phone: +88 02 222283457 (Hunting), Fax : +88 02 222297607
Email: sblcsd@sjibld.com. Website: www.sjibld.com

List of Office Stationery Items with Rate (All Rates are Excluding VAT & Including Tax)

SN	Name of Items	Unit	Rate in BD (To be quoted by Vendor)
1	Aerosol ACI 475 ML	01 Piece	
2	Aerosol Black Hit Godrej 400 ML	01 Piece	
3	Aerosol Black Hit Godrej 200 ML	01 Piece	
4	Aerosol Red Hit Godrej 400 ML	01 Piece	
5	Aerosol Red Hit Godrej 200 ML	01 Piece	
6	Air Freshner Godrej Aer Spay 240 ML - Charuta Private	01 Piece	
7	Air Freshner Spring 300 ML - SQUIRE Toiletries	01 Piece	
8	Air Freshner Fresh N Garden 300 ML- Amcon Industries	01 Piece	
9	Air Freshner ACI Angelic 300 ML - ACI	01 Piece	
10	Ball Pen Linc Glycer	01 Piece	
11	Ball Pen Matador (Radiant/Envoy)	01 Piece	
12	Ball Pen Matador (Alltime)	01 Piece	
13	Ball Pen Matador (Gripper/Orbit/Hi-School/Pinpoint)	01 Piece	
14	Binder Clip 15mm Diamond	01 Dozen/Box	
15	Binder Clip 19mm Diamond	01 Dozen/Box	
16	Binder Clip 25mm Diamond	01 Dozen/Box	
17	Binder Clip 32mm Diamond	01 Dozen/Box	
18	Binder Clip 41mm Diamond	01 Dozen/Box	
19	Binder Clip 51mm Diamond	01 Dozen/Box	
20	Board Pin Steel (Colour) ABEL 1005B	01 Box	
21	Board Pin Steel (Colour) Deli	01 Box	
22	Box File Paper Made Dinar	01 Piece	
23	Box File Paper Made Normal / LUCK	01 Piece	
24	Box File Plastic RFL	01 Piece	
25	Calculator CITIZEN CT-812N	01 Piece	
26	Calculator CITIPLUS CT-8866V	01 Piece	
27	Calculator TOKYO TY-939	01 Piece	
28	Calculator CASIO MJ-120T	01 Piece	
29	Calculator Power PR-939	01 Piece	
30	Calculator MASS MS-939	01 Piece	
31	Calculator Casio MJ120TW	01 Piece	
32	Calculator Deli DL-1629	01 Piece	
33	Calculator Deli W-39203	01 Piece	
34	Calculator MASS MS-777	01 Piece	
35	Card Holder 160 Pcs Huajie VH-160	01 Piece	
36	Card Holder 240 Pcs Deli 5773	01 Piece	
37	Card Holder 240 Pcs (Leather Cover)	01 Piece	
38	Card Holder 300 Pcs Huajie BH-300	01 Piece	
39	Card Holder 480 Pcs (Forever)	01 Piece	

SR
Thanda

