



Common Services Division, Head Office, Dhaka.

Date: January 27, 2021

Subject: Request for submission of application along with necessary information for enlistment of vendor for the Bank.

Dear Sir/Madam,  
Assalamu Alaikum,

Shahjalal Islami Bank Limited is going to enlist vendors in different categories: i) IT equipment's, ii) Office appliance & equipment's, iii) Office furniture & fixture, iv) Interior decoration, v) Security & Printing stationery, vi) Repairing & maintenance and v) Miscellaneous items to procure necessary products/goods/services for the bank. In this regard, reputed vendors are requested to submit the enlistment form with others necessary documents to the undersigned on or before 28.02.2021. Offer should be submitted in a sealed envelope in categories ways.

**ENLISMENT FORM**

SL.	Required Parameter	Information of supplier
1.	Name of the Company	:
2.	Name of Proprietor/CEO/MD/Chairman	:
3.	Telephone or cell number	i) ii)
4.	E-mail address	:
5.	Present/mailling address	:
6.	Office/Registered office address	:
7.	Factory/Showroom address	:
8.	Date of company establishment	:
9.	Trade License number and expiry date	:
10.	TIN number (e-TIN)	:
11.	VAT Registration Number and category	:
12.	BIN no	:
13.	A/C No. of the company with name of Bank & Branch	:
14.	Name, Contact number and e-mail address of the Contact person	:
15.	Address and contact number of the support office/branches across the country (if necessary please enclosed another sheet)	:
16.	Name of the partners and status of the partnership (if any)	:
17.	Product or service wise Client List (at least 5 clients with contact details)	:
18.	Name of the offered product/services/goods	:

*(Handwritten signatures and initials)*

19.	Highest amount of Work/Purchase Order (amount & Institution name)	:	
20.	Financial soundness/ Bank solvency certificate	:	
21.	Vendor's previous business relationship history with Shahjalal Islami Bank Ltd. (in year)	:	
22.	Other information if any	:	

Shahjalal Islami Bank Limited reserves the right to accept or reject any or all application(s) of enlistment as well as the enlistment of vendors may also be cancelled at any time without showing any reason. Noted that enlistment doesn't mean assurance of work.

*Md. Noor-A-Alam Hossain*  
27/07/2021

**Md. Noor-A-Alam Hossain**  
Vice President  
Common Services Division  
Shahjalal Islami Bank Limited  
Corporate Head Office, Dhaka

*Md. Mahmudul Haque*

**Md. Mahmudul Haque**  
SEVP & Member Secretary  
Procurement Committee  
Shahjalal Islami Bank Limited  
Corporate Head Office, Dhaka

Documents to be attached (put tick mark):

<input type="checkbox"/>	1	Application for enlistment on organization's own Letter Head Pad.
<input type="checkbox"/>	2	Photocopy of up to date Trade License.
<input type="checkbox"/>	3	Photocopy of Vat Registration Certificate.
<input type="checkbox"/>	4	Photocopy of e-TIN Certificate.
<input type="checkbox"/>	5	Photocopy of BIN Certificate.
<input type="checkbox"/>	6	Two Copies of recent color photographs and one of National Identity Card/Smart Card of Chairman/CEO/Proprietor/Managing Director and authorized person(s).
<input type="checkbox"/>	7	Company Profile along with CV of the authorized person(s) to deal with Bank.
<input type="checkbox"/>	8	Experience Certificate of at least 3 (three) existing corporate customers (Banks should be preferable) at a date within last six months.
<input type="checkbox"/>	9	Document authenticating authorized distributorship in relevant principal (if any)
<input type="checkbox"/>	10	Title deed (if own premises)/Lease agreement (if rented)
<input type="checkbox"/>	11	List of available Machinery/Equipment in relevant field (if any)
<input type="checkbox"/>	12	Any other documents seemed necessary to authenticate the information given.

**Last Date of submission: February 28, 2021**

*[Handwritten signatures and initials]*