

REQUEST FOR QUOTATION (RFQ)
For the Supply of Paper

NAME & ADDRESS OF FIRM	DATE: January 14, 2026
	Ref.: SIBL/LSD/RFQ/paper/2026/02

Dear Sir / Madam:

We kindly request you to submit your quotation for **the Supply of Paper Items**, as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

This bidding exercise may result in entering into Long Term Commitment with the selected vendor for a period of 12(twelve) months, with the possibility of extension for further period, based on satisfactory performance.

Quotations may be submitted on or before **3:00 PM, January 26, 2026** in sealed envelope by **hand delivery** to the address below:

**The Head of LSD, Social Islami Bank PLC,
Level 29, City Center, 90/1, Motijheel C.A, Dhaka**

RFQ: SIBL/LSD/RFQ/paper/2026/02

Please take note of the following requirements and conditions pertaining to the supply of the above mentioned good/s:

1. Period of commitment & validity of quotes: The commitment period of supply might 12(twelve) months or more. Validity of quotes must be 12 (twelve) months and bank may request to extend the validity upon mutual agreement.
2. Evaluation Criteria: Full compliance to the requirements and lowest price basis evaluation. The Bank will give a weight as per its average monthly consumptions and an estimated total will be considered for testing competitiveness.
3. Type of contract: Work order or purchase order to be issued under a framework contract and its acceptance by the selected bidder(s).
4. Partial Quote: suppliers are not permitted to partial quote.
5. Delivery Term: The selected bidder shall be capable to store sufficient paper ready for supplying "as and when required" basis upon issuance of the Purchase Order (PO) over email or hand to hand.
6. Annexes to this RFQ: Specifications of the Goods Required (Annex 1); Form for Submission of Quotation (Annex 2); General Terms and Conditions / Special Conditions (Annex 3). Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
7. All prices shall be inclusive of applicable VAT and flawless delivery costs up to the bank's store Level 29, City Center, 90/1, Motijheel C.A, Dhaka or to any unit of Head Office as per directives of PO. All prices shall be in Bangladeshi Taka.
8. The bidder must quote for the unit price, amount and grand total. The selected bidder have to supply purchase order quantities on requirement basis which will be communicated by email or courier or hand to hand delivery.
9. The bank may deny to receive any delivered paper in full or part if those are faulty, defective or sub-standard. The supplier shall be bound to take back the rejected paper at their own cost and they have to supply substitute flawless paper within a day. The bank's decision will be final binding upon the supplier for any confusion arises about the quality of the supplied paper.
10. The supplier shall have to supply the orders within 24 (twenty four) hours from the time of order.
11. Official email addresses of the issuer of this RFQ are head.lsd@sibl-bd.com & lsd@sibl-bd.com.
12. Payment terms: The supplier shall produce bill after successful delivery of paper with a receipt stating proper count and quality of the paper from the designated officer. 100% of the bill is payable if the goods are received in full compliance with RFQ requirements.
13. Full address of quotation receiver: The Head of LSD, Social Islami Bank PLC, Level 29, City , Center, 90/1, Motijheel C.A, Dhaka, RFP: SIBL/LSD/RFQ/**paper/2026/02**

14. Deadline for **submission: 3:00 pm January 26, 2026.**
15. Eligibility of bidder for submitting quotation: The bidder should have at least 3(three) years' experience in supplying offset papers to commercial banks. Minimum order/delivery amount should be at least Tk 3 (three) lac in the preceding three months. The bidder should have sufficient evidence(s) to proof the experiences and business volume.
16. Required papers of the bidder: Attested copies of Latest Trade License Renewal, VAT Registration, Tax Identification Number or Business Identification Number Certificate, 3 recent Purchase orders from different commercial banks hiding the price information, other evidences to proof his/her experiences or skills.
17. Contract Address for Inquiries: Logistic Support Division, Social Islami Bank PLC, Head Office, Dhaka. Email: head.lsd@sibl-bd.com. Any delay in SIBL's response shall be not used as a reason for extending the deadline for submission, unless SIBL determines that such an extension is necessary and communicates a new deadline to the Proposers.
18. The Bank reserves the right to change the terms and conditions of this RFQ or cancel it at any time without assigning any reason whatsoever. The bank is not also bound to select the lowest bidder for supplying paper.
19. Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of SIBL requirements.
20. The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.
21. Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by SIBL. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on SIBL's re-computation and correction of errors, its quotation will be rejected.
22. At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by SIBL after it has received the quotation. At the time of award of Contract or Purchase Order, SIBL reserves the right to vary (increase or decrease) the quantity of services and/or goods, without any change in the unit price or other terms and conditions.
23. Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of SIBL herein attached as Annex 3.
24. SIBL is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
25. **SIBL encourages every prospective Vendor to** avoid and prevent conflicts of interest, by disclosing to SIBL if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
26. SIBL implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against SIBL, as well as third parties involved in SIBL activities.

Thank you and we look forward to receiving your quotation.

Sincerely yours,

Sd/-

Head of LSD

Social Islami Bank PLC

January 14, 2026

Technical Specifications and Requirements
Offset Paper Items

SN	Item Description	Specifications/ Remarks	Brands	Approximate Quantity
1	Offset Paper, A3	80 gsm, white offset, 500 sheet		1 ream
2	Offset Paper, A4	80 gsm, white offset, 500 sheet		250 Ream per month
3	Offset Paper, Legal	80 gsm, white offset, 500 sheet		15 ream per month
4	Offset Paper, A4	100 gsm, white offset, 500 sheet		1 ream
5	Color Offset Paper, A4	80 gsm, Yellow offset, 500 sheet		12 ream
6	Color Offset Paper, A4	80 gsm, Blue offset, 500 sheet		24 ream

Sincerely yours,

Sd/-

Head of LSD

Social Islami Bank PLC

January 14, 2026

FORM FOR SUBMITTING SUPPLIER'S QUOTATION

(This Form must be submitted only using the Supplier's Official Letterhead/Paper)

We, the undersigned, hereby accept in full the SIBL General Terms and Conditions, and hereby offer to supply Office Paper Items for SIBL Nepal, its assisted projects and UN agencies as listed below in conformity with the specification and requirements of SIBL as per **RFQ Reference No. SIBL/LSD/RFQ/Paper/2026/02**

TABLE 1: Offer to Supply Goods Compliant with Technical Specifications and Requirements

Paper Items

SN	Item Description	Specifications/ Remarks	Brands	Qty	Unit	Unit Price	Amount
1	Offset Paper, A3	80 gsm, white offset, 500 sheet	(to be mentioned by the bidder)	1	Ream		
2	Offset Paper, A4	80 gsm, white offset, 500 sheet	(to be mentioned by the bidder)	250	Ream		
3	Offset Paper, Legal	80 gsm, white offset, 500 sheet	(to be mentioned by the bidder)	180	Ream		
4	Offset Paper, A4	100 gsm, white offset, 500 sheet	(to be mentioned by the bidder)	1	Ream		
5	Color Offset Paper, A4	80 gsm, Yellow offset, 500 sheet	(to be mentioned by the bidder)	12	Ream		
6	Color Offset Paper, A4	80 gsm, Blue offset, 500 sheet	(to be mentioned by the bidder)	24	Ream		
Grand Total							

Sample Submission:

Sample of all non-specified items quoted by the bidder must be submitted together with the bid. Bidders shall have to quote for all items. Bids without samples will not be considered. The bidder should clearly provide their identification number in the samples so that they do not get mixed up with the samples from other suppliers.

[Name and Signature of the Supplier's Authorized Person]
[Designation]
[Date]

General Terms and Conditions

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind SIBL unless agreed to in writing by a duly authorized official of SIBL.

2. PAYMENT

- 2.1 SIBL shall, on fulfillment of the Delivery Terms, unless otherwise provided in the Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents/Challans specified in this Purchase Order.
- 2.2 Payment against the invoice referred to above will reflect any discount shown under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.
- 2.3 Unless authorized by SIBL, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- 2.4 Applicable VAT & Tax shall be deducted from the bill amount as per government rule at the time of payment.

3. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under this Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by SIBL, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

4. INSPECTION

- 4.1 SIBL shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
- 4.2 Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

5. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by SIBL of the goods sold under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold SIBL harmless from any actions or claims brought against SIBL pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

6. RIGHTS OF SIBL

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, including but not limited to failure to obtain necessary export licenses, or to make delivery of all or part of the goods by the agreed delivery date or dates, SIBL may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- 6.1 Procure all or part of the goods from other sources, in which event SIBL may hold the Supplier responsible for any excess cost occasioned thereby.
- 6.2 Refuse to accept delivery of all or part of the goods **without assigning any reason**.
- 6.3 Cancel this Purchase Order without any liability for termination charges or any other liability of any kind of SIBL.

7. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Orders, the Supplier shall (i) immediately consult with SIBL to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by SIBL.

8. ASSIGNMENT AND INSOLVENCY

- 11.1. The Supplier shall not, except after obtaining the written consent of SIBL, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- 11.2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, SIBL may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

9. USE OF SIBL OR UNITED NATIONS NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of SIBL for any purpose.

10. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to SIBL without specific permission of SIBL in each instance.

11. SETTLEMENT OF DISPUTES

11.1 Amicable Settlement. The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the rules and procedure as may be agreed between the Parties.

11.2 Arbitration. Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the Arbitration Rules then obtaining, including its provisions on applicable law of Bangladesh. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

12. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Terms and Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of SIBL.

13. OFFICIALS NOT TO BENEFIT:

The Contractor warrants that no official of SIBL has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

14. AUTHORITY TO MODIFY:

Pursuant to the Financial Regulations and Rules of SIBL, only the SIBL Authorized Official possess the authority to agree on behalf of SIBL to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against SIBL unless provided by an amendment to this Agreement signed by the Contractor and jointly by the SIBL Authorized Official.

Sd/-

Head of LSD

Social Islami Bank PLC

January 14, 2026