

REQUEST FOR QUOTATION (RFQ)
For the Supply of Office Stationery

NAME & ADDRESS OF FIRM	DATE: January 14, 2026
	Ref.: SIBL/LSD/RFQ/ stationery /2026/03

Dear Sir / Madam:

We kindly request you to submit your quotation for **the Supply of office stationery 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/**stationery**/2026/03

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 quote partially.
5. Delivery Term: The selected bidder shall be capable to store sufficient **stationery** 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 only. 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 Stationery in full or part if those are faulty, defective or sub-standard. The supplier shall be bound to take back the rejected Stationery at their own cost and they have to supply substitute flawless Stationery within a day. The bank's decision will be final binding upon the supplier for any confusion arises about the quality of the supplied Stationery.
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 Stationery with a receipt stating proper count and quality of the Stationery 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/**Stationery**/2026/03
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 office stationery and cleaning materials to commercial banks. Minimum order/delivery amount should be at least Tk 4 (four) 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 and other evidences to proof his experiences and other 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 Stationery.
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
Office Stationery Items

SN	Item Description	Unit	Specifications/ Remarks	Brands	Qty
01	Aerosol 475 ml spray	Bottle	Insect Killer		1
02	Air freshener 300 ml spray	bottle		Aroma Queen, Jasmin equiv.	1
03	Cosmic Leather & Tire Wax	bottle	400 ml with pump	Kangaroo	1
04	Cotton Duster Towel	pcs			1
05	Dettol 5 Litter	Jar			1
06	Dettol 750 ml	bottle			1
07	Duster small	pcs			1
08	Foam Mazuni Scrubber	pcs			1
09	Furniture polish	bottle	420 ml with pump	Kangaroo	1
10	Gamccha 2.5' x 6'	pcs			1
11	handwash 1 L	bottle	Handwash refill	Lifebuoy/eqv	1
12	handwash 170 ml	pouch	Handwash refill	Lifebuoy/eqv	1
13	handwash 200 ml	bottle	Handwash with pump	Lifebuoy/eqv	1
14	handwash 5 L	Jar	Handwash refill	Lifebuoy/eqv	1
15	Harpic 750 ml	bottle	bathroom cleaner		1
16	Harpic flashmatic	pack	50 g x 2 block		1
17	Jet Powder 1 kg	pauch	Washing Powder		1
18	Jet Powder 500 mg	pauch	Washing Powder		1
19	Lizol 500 ml	bottle	Citrus		1
20	Mr. Brasso 350 ml	bottle	Glass cleaner with pump		1
21	Mr. Brasso 350 ml	bottle	Glass cleaner refill	Mr. Barssor or equivalent	1
22	Naphthalene balls- 1 kg	kg			1
23	Naphthalene balls- 100 gm	Pkg			1
24	Odonil Air freshener	Block	75 gm mixed fragrance pack of 3		1
25	Odonil Gel Packet 10 gm	packet			1
26	Plustic Mesh Scrubber mazuni	pcs			1
27	Red Hit 200 ml spray	bottle	insect killer spray	Godrej Hit	1
28	Steel Mazuni Scrubber	pcs			1
29	Trash Bag 24" x 18"	Kg	Leak proof thick poly bag		1
30	Trash Bag 36" x 24"	Kg	Leak proof thick poly bag		1
31	Trash Bag 45" x 27"	Kg	Leak proof thick poly bag		1
32	Vim bar 300 gm	pc	Dishwashing		1
33	Vim Liquid 475 ml	bottle	Pump pack Dishwashing		1
34	Vim Liquid 500 ml turbo	bottle	Dishwashing		1
35	Vim Powder 500 mg	pauch	Dishwashing Powder		1
36	Vim/Trix Liquid 500 ml	bottle	Dishwashing		1
37	Wheel Powder 1 kg	pauch	Washing Powder		1
38	Wheel Powder 500 mg	pauch	Washing Powder		1
39	Whit Plus 900 ml	bottle	Floor Cleaner		1
40	White wet Mop(Lacchi) cotton Refil	pack			1
41	Dust Bin iron net	Pcs	Trash can		1

42	Dust Bin Plastic net	Pcs	Trash can		1
43	Feather Broom(duster)	pcs	Made with birds' feather for car		1
44	Ful jharu	pcs	Long handle		1
45	Paddle Bin	pcs	20 L equivalent	RFL or equiv	1
46	Plastic Belcha	pcs	Small handle		1
47	Plastic Broom	Pcs	Plastic coated metal stick large broom like coconut stick broom		1
48	Plastic broom	pcs	long plastic handle with fine plastic		1
49	Plastic Broom(duster)	pcs	Made with fine synthetic		1
50	Plastic bucket		RFL Deluxe 20 L with lid and handle	RFL or equiv	1
51	Plastic floor Brush	pc	medium Brush with top griping handle	RFL or equiv	1
52	Plastic Mug		500 ml	RFL or equiv	1
53	Plastic Toilet Brush	pcs	Round brush with convenient standard long handle with plastic brush seat	RFL or equiv	1
54	Plustic multi pupose Brush		multi pupose with side handle	RFL or equiv	1
55	Self squeeze mop	pc	Floor cleaning mop brush with mop roller sponge foam, rubber etc		1
56	Stainless Steel long handle Mop (Lacchi)	pcs			1
57	Sweeping Stick Broom (Shala jharu)	Pcs	Coconut Stick large broom		1
58	Sweeping Stick Broom (Shala jharu)	Pcs	Coconut Stick large broom		1
59	Battery AA	pc	Sunlite or equivalent		1
60	Battery AAA	pc	Sunlite or equivalent		1
61	Battery D	pc	Sunlite or equivalent		1
62	Binder Clip (19 mm) (3/4")	Boxes	12 pcs/box		1
63	Binder Clip (25 mm) (1")	Boxes	12 pcs/box		1
64	Binder Clip (32 mm) (1/5/8") (33mm) (1,1/4")	Boxes	Clip capacity: 12 mm; 12 pcs/box		1
65	Binder Clip (41 mm) (1, 5/8") (1,3/4")	Boxes	12 pcs/box		1
66	Binder Clip (51 mm) (2")	Boxes	Clip capacity: 25 mm; 12 pcs/box		1
67	Business Card Holder (A4 Big)	Pcs	20 sheets to hold 400 name cards		1
68	Business File A4	Pcs			1
69	Carbon Paper	Pkt	Size:210mm X 330mm; 100 sheets		1
70	CD Marker Pen	Pcs	waterproof fine marker pen		1
71	Cello Tape (Small)	Roll	18 mm width X 200-meter Length		1
72	Cello Tape 25 mm (Big)	Roll	Thickness (mils): 1.57; 25 mm width X 130-meter Length		1
73	Clip Board	Pcs	A4 Size plastic board with strong metal clip at the top		1
74	Clip Board- 2 fold	Pcs	A4 Size plastic plastic two fold board with two strong metal clip at the top and side		1
75	Color Paper Clip (29 mm)	Boxes	Multicolored with plastic cover; 100 pcs/box; Dimension: 65 x 50 mm; Size: 29mm		1
76	Color Paper Clip (50 mm)	Boxes	Multicolored with plastic cover; 150 pcs/box; Size: 50mm		1
77	Correction Pen	pot	Approx. 8 ml pot		1
78	Eraser	Pcs	Size: 43 x 19 x 13 mm		1
79	Facial Tissue	Pcs	120 pcs x 2 ply, non-perfumed with or without branding pack	Bashundhara or equivalent	1
80	Facial Tissue	Pcs	120 pcs x 2 ply, perfumed with or without branding pack	Bashundhara or equivalent	1
81	File - 2 Ring Colour	Pcs	Blue color only		1

82	File - 2 Ring Transparency (Clear Book)	Pcs	A4 Size/ 40 pockets		1
83	File Thread	pack	Pack of 50 file thread		1
84	Gem clip	box	Gem paper clip- plastic coated multicolor 100 pcs box		1
85	Glue Stick 35 gm	Pcs	1.23 oz./ 35g		1
86	Guard File	pcs	Good quality cardboard Index File with ring clip, A4 Size		1
87	Gum Tape	pcs			1
88	Highlighter	Pcs	Paper-copy-fax-inkjet	Petra/Eqv	1
89	Kacha Register	Pcs	No. 24		1
90	Magazine File (Box)	Pcs	H19		1
91	Manila Folder	Pcs	Good quality hard paper (Multicolors)		1
92	Mop Roller Sponge	pc	Refill for Floor Cleaning Mop		1
93	My Clear Bag	Pcs	A4 size, envelope, transparent, w hite; 37 cm X 26 cm)		1
94	Paper binding Thread Ball	ball	Good quality 3/2 ply thread		1
95	Pen (Ball pen)	Pcs	Metador Hi School		1
96	Pen (Gell pen)	Pcs	0.7 mm NS tip	Metador i-teen or eqv.	1
97	Pen (Gell pen)	Pcs	0.6 mm SS nib	Matador Signature Gel or eqv.	1
98	Pen (Pilot pen)	Pcs	Hi-techpoint 0.5		1
99	Pen holder	pcs	Cylindrical, metal mesh Pen holder for desk,.		1
101	Pencil with eraser	Pcs	Hard/Medium Graphite Pencil with eraser tip	Faber Castell or eqv.	1
102	Permanent Marker	Pcs	Red leaf 707 or equivalent	Red leaf	1
103	Plastic Fasteners	Boxes	50 Sets/box, Spec:80mm, Multicolors		1
104	Plastic File holder	pcs	Plustic megazine File holder, Truncated A size	Matador or Equiv.	1
105	Plastic Folder	Pcs	A4 Size, Transparent, White; 30 cm X 22 cm)		1
106	Plastic Rope	Pcs	80 metres, 800 gms		1
107	Post-it-Pad (3X3)	Pcs	Multicolored/ 1X 100 pcs		1
108	Post-it-Pad (3X5)	Pcs	Multicolored/ 1X 100 pcs		1
109	Post-it-Pad (9/24) (2x3)	Pcs	Multicolored/ 1X 100 pcs		1
110	Rubber Band	Pkt	1" radious	Kangaroo or equiv.	1
111	Scotch Tape (Big)	pcs			1
112	Scotch Tape (Small)	pcs			1
113	Sponge Damper Pad	pcs	Sponge damper pad in a plastic cup for counting purposes	Good Luck or equivalent	1
114	Stamp Ink	pot	25-30 ml auto seal Ink (blue/red)		1
115	Stamp Pad	Pcs	Artline EHI-3 equivalent		1
116	Stapler Pin 23/13	Boxes	1000 staples (20 X 50)	Kangaro eqv	1
117	Stapler Pin 23/24	Boxes	1000 staples (20 X 50)	Kangaro eqv	1
118	Stapler Pin 24/6	Boxes	1000 staples (20 X 50)	Kangaro eqv	1
119	Stick Gum	Pcs	Clear Glue water base		1
120	Sutli	kgs	Natural jute fibre sutli		1
121	Tape Binding (Blue+Big) 2"	Roll	48 mm w idth X 130-meter Length		1
122	Tape Binding (Green+Big) 2"	Roll	25 mm w idth X 130-meter Length		1
123	Tape Binding (Green+Small)	Roll	48 mm w idth X 130-meter Length		1
124	Tape Binding (Red+Big) 2"	Roll	25 mm w idth X 130-meter Length		1
125	Tape Binding (Red+Small)	Roll	48 mm w idth X 130-meter Length		1
126	Tape Binding(Blue+Small) 1"	Roll	25 mm w idth X 130-meter Length		1
127	Tape Invisible	Roll	19mm x 33m w idth X 130-meter Length		1

128	Tape Masking	Roll	25 mm width X 130-meter Length		1
129	Tape Masking (Both side)	Roll	Double-sided foam, 2.5 mm X 24 mm X 5y (4.57-meter length)		1
130	Tape Packing	Roll	Brown X 48 mm Width X 130-meter Length		1
131	Thumb Pin or Push Pin	Box	Multicolored; 35 pcs/ box		1
132	Toilet Tissue	pcs	non perfumed, 114 mm x 100 mm, 172 sheets x 2 ply, 76 gm, white	Bashundhara or equivalent	1
133	Whiteboard Duster	Pcs	Whiteboard duster with a magnet		1
134	Whiteboard Marker	Pcs	Any Color Permanent Ink		1
135	Anti Cutter knife	Pcs	SDI 0404	SDI	1
136	Calculator	Pcs	Casio sx-320p-w	Casio	1
137	Calculator	Pcs	Citizen CT-3614	Citizen	1
138	Measuring Tape 3 m	pcs	3m x 16 cm, double button, ABS cover, continuous marking blade	Ingco or equiv.	1
139	Measuring Tape 30 m	pcs	100 ft measuring tape with metal ring, 12.5 mm fiberglass blade, ABS cover, continuous marking		1
140	Mini Knife	pcs	5" SS blade with plastic handle		1
141	Pin Remover	Pcs	SR-45, 25 sheet	Kangaro	1
142	Plastic Ruler Scale 12"	Pcs	30 cm		1
143	Punching Machine Heavy	pcs	HDP-2160, 150 sheet	Kangaro	1
144	Punching Machine Medium	pcs	DP-600, 22 sheet	Kangaro	1
145	Punching Machine Small	Pcs	DP-280, 12 sheet	Kangaro	1
146	Scissors (81/4")	Pair	SS 210 mm	Deli	1
147	Sharpener (Small)	Pcs	Handheld pencil sharpener, single holes		1
148	SS Ruler Scale 12"	Pcs	30 cm Stainless Steel	Swordfish	1
149	Stapler DS-45N	Pcs	DS-45N	Kangaro	1
150	Stapler HD-150S	Pcs	HD-150S, medium duty	Kangaro	1
151	Stapler HD23S24	Pcs	HD 23S24, Heavy duty	Kangaro	1
152	Stapler HD-45	pcs	HD-45	Kangaro	1
153	Stapler HP-45	pcs	HP-45, all steel body	Kangaro	1
154	Stapler mini-10	pcs	Mini-10	Kangaro	1
155	Tape Dispenser (Small) 815 for 1/2"	pcs	Specification: 147x61x71mm; Measure: 46.5x27.5x26cm; Packing Qty.: -1/36	deli/eqv	1
156	Tape Dispenser 816 (Big) for 1"	pcs	Specification: 205x80x95mm; Measure: 44.5x27.5x34.5cm; Packing Qty.: -1/18	deli/eqv	1
157	DVD/RW	Pcs	Video+ Photos/RW	Verbatim/eqv	1
158	Keyboard	Pcs	with Bangla font, USB	A4 Tech	1
159	Mouse	Pcs	USB Connector	A4 Tech	1
160	Mouse Pad	pcs			1
161	Pendrive	Pcs	8 gb	Transcend/Eqv	1
162	Pendrive	Pcs	16 gb	Transcend/Eqv	1
163	Pendrive	Pcs	32 gb	Transcend/Eqv	1
164	Wireless Keyboard & mouse set	Pcs	with Bangla font, USB	Logitech	1

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/Stationery)

We, the undersigned, hereby accept in full the SIBL General Terms and Conditions, and hereby offer to supply Office Stationery 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/Stationery/2026/03**

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

Office Stationery Items

SN	Item Description	Specifications/ Remarks	Proposed Brands	Qty	Unit	Unit Price (Taka)
01	Aerosol 475 ml spray	Insect Killer		1	Bottle	
02	Air freshener 300 ml spray			1	bottle	
03	Cosmic Leather & Tire Wax	400 ml with pump		1	bottle	
04	Cotton Duster Towel			1	pcs	
05	Dettol 5 Litter			1	Jar	
06	Dettol 750 ml			1	bottle	
07	Duster small			1	pcs	
08	Foam Mazuni Scrubber			1	pcs	
09	Furniture polish	420 ml with pump		1	bottle	
10	Gamccha 2.5' x 6'			1	pcs	
11	handwash 1 L	Handwash refill		1	bottle	
12	handwash 170 ml	Handwash refill		1	pouch	
13	handwash 200 ml	Handwash with pump		1	bottle	
14	handwash 5 L	Handwash refill		1	Jar	
15	Harpic 750 ml	bathroom cleaner		1	bottle	
16	Harpic flashmatic	50 g x 2 block		1	pack	
17	Jet Powder 1 kg	Washing Powder		1	pauch	
18	Jet Powder 500 mg	Washing Powder		1	pauch	
19	Lizol 500 ml	Citrus		1	bottle	
20	Mr. Brasso 350 ml	Glass cleaner with pump		1	bottle	
21	Mr. Brasso 350 ml	Glass cleaner refill		1	bottle	
22	Naphthalene balls- 1 kg			1	kg	
23	Naphthalene balls- 100 gm			1	Pkg	
24	Odonil Air freshener	75 gm mixed fragrance pack of 3		1	Block	
25	Odonil Gel Packet 10			1	packet	

	gm					
26	Plustic Mesh Scrubber mazuni			1	pcs	
27	Red Hit 200 ml spray	insect killer spray		1	bottle	
28	Steel Mazuni Scrubber			1	pcs	
29	Trash Bag 24" x 18"	Leak proof thick poly bag		1	Kg	
30	Trash Bag 36" x 24"	Leak proof thick poly bag		1	Kg	
31	Trash Bag 45" x 27"	Leak proof thick poly bag		1	Kg	
32	Vim bar 300 gm	Dishwashing		1	pc	
33	Vim Liquid 475 ml	Pump pack Dishwashing		1	bottle	
34	Vim Liquid 500 ml turbo	Dishwashing		1	bottle	
35	Vim Powder 500 mg	Dishwashing Powder		1	pauch	
36	Vim/Trix Liquid 500 ml	Dishwashing		1	bottle	
37	Wheel Powder 1 kg	Washing Powder		1	pauch	
38	Wheel Powder 500 mg	Washing Powder		1	pauch	
39	Whit Plus 900 ml	Floor Cleaner		1	bottle	
40	White wet Mop(Lacchi) cotton Refil			1	pack	
41	Dust Bin iron net	Trash can		1	Pcs	
42	Dust Bin Plastic net	Trash can		1	Pcs	
43	Feather Broom(duster)	Made with birds' feather for car		1	pcs	
44	Ful jharu	Long handle		1	pcs	
45	Paddle Bin	20 L equivalent		1	pcs	
46	Plastic Belcha	Small handle		1	pcs	
47	Plastic Broom	Plastic coated metal stick large broom like coconut stick broom		1	Pcs	
48	Plastic broom	long plastic handle with fine plastic		1	pcs	
49	Plastic Broom(duster)	Made with fine synthetic		1	pcs	
50	Plastic bucket	RFL Deluxe 20 L with lid and handle		1		
51	Plastic floor Brush	medium Brush with top griping handle		1	pc	
52	Plastic Mug	500 ml		1		
53	Plastic Toilet Brush	Round brush with convenient standard long handle with plastic brush seat		1	pcs	
54	Plustic multi pupose Brush	multi pupose with side handle		1		
55	Self squeeze mop	Floor cleaning mop brush with mop roller sponge		1	pc	

		foam, rubber etc				
56	Stainless Steel long handle Mop (Lacchi)			1	pcs	
57	Sweeping Stick Broom (Shala jharu)	Coconut Stick large broom		1	Pcs	
58	Sweeping Stick Broom (Shala jharu)	Coconut Stick large broom		1	Pcs	
59	Battery AA	Sunlite or equivalent		1	pc	
60	Battery AAA	Sunlite or equivalent		1	pc	
61	Battery D	Sunlite or equivalent		1	pc	
62	Binder Clip (19 mm) (3/4")	12 pcs/box		1	Boxes	
63	Binder Clip (25 mm) (1")	12 pcs/box		1	Boxes	
64	Binder Clip (32 mm) (1/5/8") (33mm) (1,1/4")	Clip capacity: 12 mm; 12 pcs/box		1	Boxes	
65	Binder Clip (41 mm) (1, 5/8") (1,3/4")	12 pcs/box		1	Boxes	
66	Binder Clip (51 mm) (2")	Clip capacity: 25 mm; 12 pcs/box		1	Boxes	
67	Business Card Holder (A4 Big)	20 sheets to hold 400 name cards		1	Pcs	
68	Business File A4			1	Pcs	
69	Carbon Paper	Size:210mm X 330mm; 100 sheets		1	Pkt	
70	CD Marker Pen	waterproof fine marker pen		1	Pcs	
71	Cello Tape (Small)	18 mm width X 200-meter Length		1	Roll	
72	Cello Tape 25 mm (Big)	Thickness (mils): 1.57; 25 mm width X 130-meter Length		1	Roll	
73	Clip Board	A4 Size plastic board with strong metal clip at the top		1	Pcs	
74	Clip Board- 2 fold	A4 Size plastic plastic two fold board with two strong metal clip at the top and side		1	Pcs	
75	Color Paper Clip (29 mm)	Multicolored with plastic cover; 100 pcs/box; Dimension: 65 x 50 mm; Size: 29mm		1	Boxes	
76	Color Paper Clip (50 mm)	Multicolored with plastic cover; 150 pcs/box; Size: 50mm		1	Boxes	
77	Correction Pen	Approx. 8 ml pot		1	pot	
78	Eraser	Size: 43 x 19 x 13 mm		1	Pcs	
79	Facial Tissue	120 pcs x 2 ply, non-perfumed with or without branding pack		1	Pcs	
80	Facial Tissue	120 pcs x 2 ply, perfumed with or without branding pack		1	Pcs	
81	File - 2 Ring Colour	Blue color only		1	Pcs	
82	File - 2 Ring Transparency (Clear Book)	A4 Size/ 40 pockets		1	Pcs	
83	File Thread	Pack of 50 file thread		1	pack	
84	Gem clip	Gem paper clip- plastic coated multicolor 100 pcs box		1	box	
85	Glue Stick 35 gm	1.23 oz./ 35g		1	Pcs	
86	Guard File	Good quality cardboard		1	pcs	

		Index File with ring clip, A4 Size				
87	Gum Tape			1	pcs	
88	Highlighter	Paper-copy-fax-inkjet		1	Pcs	
89	Kacha Register	No. 24		1	Pcs	
90	Magazine File (Box)	H19		1	Pcs	
91	Manila Folder	Good quality hard paper (Multicolors)		1	Pcs	
92	Mop Roller Sponge	Refill for Floor Cleaning Mop		1	pc	
93	My Clear Bag	A4 size, envelope, transparent, white; 37 cm X 26 cm)		1	Pcs	
94	Paper binding Thread Ball	Good quality 3/2 ply thread		1	ball	
95	Pen (Ball pen)	Metador Hi School		1	Pcs	
96	Pen (Gell pen)	0.7 mm NS tip		1	Pcs	
97	Pen (Gell pen)	0.6 mm SS nib		1	Pcs	
98	Pen (Pilot pen)	Hi-techpoint 0.5		1	Pcs	
99	Pen holder	Cylindrical, metal mesh Pen holder for desk..		1	pcs	
101	Pencil with eraser	Hard/Medium Graphite Pencil with eraser tip		1	Pcs	
102	Permanent Marker	Red leaf 707 or equivalent		1	Pcs	
103	Plastic Fasteners	50 Sets/box, Spec:80mm, Multicolors		1	Boxes	
104	Plastic File holder	Plastic magazine File holder, Truncated A size		1	pcs	
105	Plastic Folder	A4 Size, Transparent, White; 30 cm X 22 cm)		1	Pcs	
106	Plastic Rope	80 metres, 800 gms		1	Pcs	
107	Post-it-Pad (3X3)	Multicolored/ 1X 100 pcs		1	Pcs	
108	Post-it-Pad (3X5)	Multicolored/ 1X 100 pcs		1	Pcs	
109	Post-it-Pad (9/24) (2x3)	Multicolored/ 1X 100 pcs		1	Pcs	
110	Rubber Band	1" radious		1	Pkt	
111	Scotch Tape (Big)			1	pcs	
112	Scotch Tape (Small)			1	pcs	
113	Sponge Damper Pad	Sponge damper pad in a plastic cup for counting purposes		1	pcs	
114	Stamp Ink	25-30 ml auto seal Ink (blue/red)		1	pot	
115	Stamp Pad	Artline EHI-3 equivalent		1	Pcs	
116	Stapler Pin 23/13	1000 staples (20 X 50)		1	Boxes	
117	Stapler Pin 23/24	1000 staples (20 X 50)		1	Boxes	
118	Stapler Pin 24/6	1000 staples (20 X 50)		1	Boxes	
119	Stick Gum	Clear Glue water base		1	Pcs	
120	Sutli	Natural jute fibre sutli		1	kgs	
121	Tape Binding (Blue+Big) 2"	48 mm width X 130-meter Length		1	Roll	
122	Tape Binding (Green+Big) 2"	25 mm width X 130-meter Length		1	Roll	
123	Tape Binding (Green+Small)	48 mm width X 130-meter Length		1	Roll	
124	Tape Binding (Red+Big) 2"	25 mm width X 130-meter Length		1	Roll	

125	Tape Binding (Red+Small)	48 mm width X 130-meter Length		1	Roll	
126	Tape Binding(Blue+Small) 1"	25 mm width X 130-meter Length		1	Roll	
127	Tape Invisible	19mm x 33m width X 130-meter Length		1	Roll	
128	Tape Masking	25 mm width X 130-meter Length		1	Roll	
129	Tape Masking (Both side)	Double-sided foam, 2.5 mm X 24 mm X 5y (4.57-meter length)		1	Roll	
130	Tape Packing	Brown X 48 mm Width X 130-meter Length		1	Roll	
131	Thumb Pin or Push Pin	Multicolored; 35 pcs/ box		1	Box	
132	Toilet Tissue	non perfumed, 114 mm x 100 mm, 172 sheets x 2 ply, 76 gm, white		1	pcs	
133	Whiteboard Duster	Whiteboard duster with a magnet		1	Pcs	
134	Whiteboard Marker	Any Color Permanent Ink		1	Pcs	
135	Anti Cutter knife	SDI 0404		1	Pcs	
136	Calculator	Casio sx-320p-w		1	Pcs	
137	Calculator	Citizen CT-3614		1	Pcs	
138	Measuring Tape 3 m	3m x 16 cm, double button, ABS cover, continuous marking blade		1	pcs	
139	Measuring Tape 30 m	100 ft measuring tape with metal ring, 12.5 mm fiberglass blade, ABS cover, continuous marking		1	pcs	
140	Mini Knife	5" SS blade with plastic handle		1	pcs	
141	Pin Remover	SR-45, 25 sheet		1	Pcs	
142	Plastic Rular Scale 12"	30 cm		1	Pcs	
143	Punching Machine Heavy	HDP-2160, 150 sheet		1	pcs	
144	Punching Machine Medium	DP-600, 22 sheet		1	pcs	
145	Punching Machine Samll	DP-280, 12 sheet		1	Pcs	
146	Scissors (81/4")	SS 210 mm		1	Pair	
147	Sharpener (Small)	Handheld pencil sharpener, single holes		1	Pcs	
148	SS Rular Scale 12"	30 cm Stainless Steel		1	Pcs	
149	Stapler DS-45N	DS-45N		1	Pcs	
150	Stapler HD-150S	HD-150S, medium duty		1	Pcs	
151	Stapler HD23S24	HD 23S24, Heavy duty		1	Pcs	
152	Stapler HD-45	HD-45		1	pcs	
153	Stapler HP-45	HP-45, all still body		1	pcs	
154	Stapler mini-10	Mini-10		1	pcs	
155	Tape Dispenser (Small) 815 for 1/2"	Specification: 147x61x71mm; Measure: 46.5x27.5x26cm; Packing Qty.: -1/36		1	pcs	
156	Tape Dispenser 816 (Big) for 1"	Specification: 205x80x95mm; Measure: 44.5x27.5x34.5cm; Packing Qty.: -1/18		1	pcs	
157	DVD/RW	Video+ Photos/RW	Verbatim/eqv	1	Pcs	
158	Keyboard	with Bangla font, USB	A4 Tech	1	Pcs	
159	Mouse	USB Connector	A4 Tech	1	Pcs	
160	Mouse Pad			1	pcs	
161	Pendrive	8 gb	Transcend/Eqv	1	Pcs	

162	Pendrive	16 gb	Transcend/Eqv	1	Pcs	
163	Pendrive	32 gb	Transcend/Eqv	1	Pcs	
164	Wireless Keyboard & mouse set	with Bangla font, USB	Logitech	1	Pcs	

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 of non-specified items 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.

TABLE 2: Offer to Comply with Other Conditions and Related Requirements

Other Information pertaining to our Quotation are as follows:	Your Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[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

