



Common Services Division
Corporate Head Office, Dhaka

Date: March 1, 2026/২০০

Request for quotation (RFQ) for Desktop PC for the bank

1.1 Scope of Bid

Shahjalal Islami Bank (Hereinafter referred to as “the **Bank**”) willing to receive bids from the renowned firms for purchasing of Desktop Personal Computer (PC) for the period of minimum 01(one) year, which will be installed at different locations across the country.

1.2 Documents comprising the bid

1. Valid and up dated Trade License
2. e-TIN and VAT Certificate
3. Lease agreement / ownership title of office and full contact number of representative.
4. Company Profile (Establishment date, no of engineers, no of employees, no of bank clients, etc.)
5. Proof of Experience.
6. List of corporate clients with Certificates.
7. List of experience technical members.
8. Certificate of Authorized Dealer/ Supplier from the Manufacturer.
9. Original Catalogue with a mark/signature on respective items.

1.3 Bid prices

Bidders shall quote the price in Bangladeshi Taka (BDT) for the items quoted excluding VAT & including Tax (VAT to be borne by the Bank). The price will include supply, installation and any charges thereof.

1.4 Bid validity

Bid shall remain valid for a period of 3(three) months from the last date of submission. In exceptional circumstances, prior to expiry of the original bid validity period, Bank may request the bidder to extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing. A bidder agreeing to the request will not be permitted to modify its bid.

1.5 Deadline of bid

The bidder must submit their bid in a sealed envelope addressed to: “The Member Secretary, Procurement Committee, Shahjalal Islami Bank PLC., Corporate Head Office, 2nd Floor, Shahjalal Islami Bank Tower, Plot-04, Block-CWN(C), Gulshan Avenue, Gulshan, Dhaka-1212”. The envelope must be clearly marked as: “Quotation for Personal Computer (PC)”. Both the **Financial Offer** and the **Technical Offer** must be provided separately in individual sealed envelopes within the main envelope, and each should be duly marked accordingly. Bid must be submitted no later than 2:00 PM on March 9, 2025.

1.6 Mode of Payment

Payment will be made after successful supply in all respects and subsequent submission of the bill after deducting Tax as per government rules. No advance payment will be allowed.

1.7 Security Money

5% of the final bill amount will be deducted from the bill and kept as Security money up to warranty period.

1.8 Mode of delivery

The PCs shall be delivered on an as and when required basis upon notification by the Bank. The supplier shall be responsible for delivering the products to the Bank’s Corporate Head Office, at its own arrangement and expense, within 15 days from the date of receipt of the work order.

1.9 Warranty

Bidders/vendors should specify the warranty type and period clearly for each of the items /components. But the warranty period must not be less than 03 (three) year.



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2.0 Format of the Financial Offer for Desktop PC

Item Description	Unit Price of Monitor	Unit Price of CPU	Total Unit price excluding VAT and Including Tax
Brand: Model: Country of Manufacture: Processor Speed: Memory: Warranty:			

2.1 Technical Specifications of Desktop PC

Item Description	Required Bank's Specification
Brand	: Any Reputed Brand
Model	: To be mentioned by the bidder
Country Of Origin	: To be mentioned by the bidder
Country of Shipment	: To be mentioned by the bidder
Processor	: Min Intel@Core i5 13 th Gen and above
Chipset	: Q series chipset
Memory	: Min 16GB DDR5 (Mention in detail with expendability)
Storage	: 1 TB, Solid State Drive
Graphics	: Intel® Integrated Graphics
Networking	: Integrated Gigabit LAN
Audio	: Internal Business Audio Speaker
Ports	: With available standard ports(Provide in detail)
Bays and I/O Slots	: Standard no of PCIe slots and Bays(Mention in detail)
Power Supply	: Minimum 180 W Bronze internal power supply unit
Monitor	: Same Brand 19.5" LED, same brand as the computer offered
Keyboard	: USB Key board of same brand
Mouse	: USB Optical Mouse same brand as the computer
Operating System	: Free DOS
Authentication	: PC Serial Number will be checked on the web
Warranty	: 3 years Comprehensive Warranty Including Parts, Labor and Services with effect from Operational acceptance.

2.2 Bank's Right

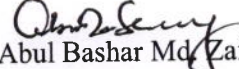
Bank reserves the right to accept or reject any or all of the offers in full or part without assigning any reason whatsoever. The Bank shall not be under any obligation to accept the lowest quotation.

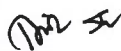
2.4 Negotiation


Bank has the right to negotiate price, warranty as well as terms and conditions with the lowest bidder and/or all bidders.

2.5 Remarks

Price should not be increase with the increased of currency rate or any other incidental charge within the validity period. Bank must be informed formally prior to 03 (three) months for any changeof price & product unavailability.


Abul Bashar Md Zafry
EVP & Head of CSD




01.03.2026
Khandker Bedoura Mahbub
EVP & CTO