



**Islami Bank**  
Bangladesh PLC. | Based on Shari'ah

Ref: IBBPLC/HO/CSD/GSD/2026/341

Date: 05.03.2026

## Tender Notice

<b>Subject:</b>	<b>Rate finalization for procurement of Paper &amp; Table Stationery for the month of April, 2026 to June, 2026 (2<sup>nd</sup> Quarter of 2026)</b>
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Sealed quotations are hereby invited by Islami Bank Bangladesh PLC, Common Services Division, Head Office, 20, Dilkusha C/A, Dhaka-1000 from the enlisted suppliers of the Bank for **Rate finalization** of Paper & Table Stationery for procurement as per tender schedule "Annexure-A" for the month of **April, 2026 to June, 2026 (2<sup>nd</sup> Quarter of 2026)**. All enlisted suppliers are hereby requested to collect Tender Schedule from Common Services Division, Head Office, 20, Dilkusha C/A (6<sup>th</sup> Floor), Dhaka-1000 or download from their e-mail ID which is sent by us (attachment File"Annexure-A"). The Tender quotation(s) will be dropped in the Tender Box kept at Common Services Division in the said address from **10.00 A.M. to 02.00 P.M. on 15.03.2026**. On the same day the Tender Box will be opened at **02.10 P.M.** in presence of the Bidders, if any.

Mentionable here, this schedule is issued for only rate finalization for procurement of next Quarter.

(Muhammad Qamrul Bari Imami)  
**Executive Vice President & Head of CSD**

### **Common Services Division, Operations Wing**

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IP-6676, Mobile: +88 01755-550090, E-mail: gsd.csd@islamibankbd.com, Website: www.islamibankbd.com, Call Centre: 16259

**We agree to the Terms and conditions given below:**

1. This schedule is issued only for **Rate Finalization**. Rate should be quoted in figures.
2. The tender quotations will be dropped in tender box kept at Common Service Division, Head Office, 20, Dilkusha C/A (6<sup>th</sup> Floor), Dhaka from **10.00 A.M. to 02.00 P.M. on 15.03.2026** and will be opened at **02.10 PM** on that same day in presence of the bidders, if any.
3. The lowest quotation may be accepted on the basis of single item rate & quality.
4. Name of the items.
5. Supplied item(s) will be rejected in case deviation from the quality agreed.
6. The Supplier will quote the rate including Supply Cost, VAT & all applicable Tax as per Govt. Rules.
7. Request for extension of time, revision of rate and partial or advance payment of bill will not be entertained
8. The Bank authority is not bound to accept the lowest quoted rate.
9. The Bank authority reserves the right to accept or reject any or all of the quotations without assigning any reason whatever.
10. Sample of all kinds of paper should be submitted with the quotations.
11. **If work order is issued in favour of the firm, the firm will be bound to supply the items at approved rate for three months for which the work order is issued; otherwise, the Bank has the right to forfeit the security money and the company may be blacklisted.**

**Seal & Signature of the Client**