



Islami Bank
Bangladesh PLC. | Based on Shari'ah

Ref: IBBPLC/HO/CSD/GSD/2026/1230

Date: 15.09.2026

Tender Notice

Subject:	Rate finalization for procurement of Paper & Table Stationery for the month of October, 2026 to December, 2026 (4th Quarter of 2026)
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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 **October, 2026 to December, 2026 (4th Quarter of 2026)**. All enlisted suppliers are hereby requested to collect Tender Schedule from Common Services Division, Head Office, 20, Dilkusha C/A (6th 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 12.05 P.M. on 22.09.2026**. On the same day the Tender Box will be opened at **12.10 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

Head Office: Yusuf Chamber (6th floor), 20, Dilkusha Commercial Area, Dhaka-1000, Bangladesh; Phone: (+88-02) 47118605, Ext- 749, IP-6676, Mobile: +88 01755-550090, E-mail: gsd.csd@islamibankbd.com, Website: www.islamibankbd.com, Call Centre: 16259

Date:

Annexure-A

To
The Executive Vice President
Common Services Division
Islami Bank Bangladesh PLC, Head Office
20, Dilkusha C/A, Dhaka-1000.

Subject: Submission of Tender Schedule & Price Quotation.

Muhtaram,
Assalamu Alaikum.

In response to your Tender Notice for “Procurement of Paper & Table Stationery Items” published on **15.09.2026**, we are furnishing below our rates for the following papers & table Stationery items for the month of **October, 2026 to December, 2026 (4th Quarter of 2026)**.

SL. No.	Name of the Item	Rate (TK.) per unit
1	Air Freshener Angelic 300ml (ACI) Jasmine, Lemon, Levender- Rose etc.	
2	Aerosol Big 475 ml original ACI	
3	Artline Refill stamp pad ink shyni/trodat (55CC)/28 ml (Black, Blue, Red)	
4	Stamp pad Artline	
5	STAMP INK- Brand-Shiny (S-62 28 ml. 1 oz)	
6	Artline Refill stamp pad ink (60CC) (Black, Blue, Red)	
7	Anti- Cutter-2061 (deli – Essential) made in China)	
8	Ball Pen (Matador Orbit) Red	
9	Ball Pen (Matador Radiant) Black	
10	Matador Ocean Gel Pen (Black, Blue, Red)	
11	Matador i-teen Ball Pen (Black)	
12	Pilot Pen (Hi-tech point V5,V7 & V10 Grip Black, Red & Blue)	
13	LINC Executive Gel pen (Black- Blue-Red) Deluxe (Made in India)	
14	Board File 30 ounce (Best Quality) (Sample must be submitted with the quotation)	
15	Duster Cloth Thick Best Quality (Sample must be submitted with the quotation)	
16	Eraser (Matador i-teen)	
17	Calculator-CASIO (MJ-120 D Plus (12 digits) Made in Philipine	

SL. No.	Name of the Item	Rate (TK.) per unit
18	Fluid / Uni Correction Pen (Made in Japan) per pcs	
19	Fevistik super Gum (glue stick)15g	
20	Gum tube Kippy- 50CC (pencil) Made in Taiwan	
21	James Clip Packet Deli No-0004 (per packet 20 pcs)	
22	Hard Clip (51mm) Shih mark, SQ No-260(Dozen)	
23	Hard Clip (32mm) Shih mark, SQ No-155(Dozen)	
24	Hard Clip (25mm) Shih mark, SQ No-155(Dozen)	
25	Hard Clip Small (19mm) Shih mark, SQ No-107(Dozen)	
26	Marker Pen Highlighter Ferber Castile (Yellow) (Made in Austria)	
27	Marker Pen Permanent Read Leaf (707) (Made in Japan) pcs	
28	Glossy Paper FUJI-235gsm 20 sheet per packet	
29	Offset Paper A4, Bashundhara-A4 (210x297)80 gsm with 500 sheet per packet	
30	Offset Paper A4, Double-A (210x297)80 gsm with 500 sheet per packet (Thailand origin)	
31	Offset Paper A4 (Color) 80(210x297) 80gsm with 500 sheet per packet (Sinar One Laser/ Sinar La ser original)	
32	Offset Paper A4, Paper One (210x297) 80 gsm with 500 sheet per packet (Indonesia original)	
33	Offset Paper A4, Papertech (210x297) 80 gsm with 500 sheet per Packet	
34	Offset Paper Legal Size B4 Century , (257x364) 80 gsm with 500 sheet per packet .	
35	Offset Paper Legal Size Paper Tech , (257x364) 80 gsm with 500 sheet per packet .	
36	Offset Creative paper A4 210x297 mm 80 gsm with 500 sheet per packet	
37	Packing tape 50 miter per roll (Glass) Global Trims	
38	Management file A4 file Matador Original With Punch (Black & Green)	
39	Magazine File Box (Plastic), Best Quality, A4 size RFL Good Luck (pcs)	
40	Clearer file/ Transparent File (white) A4 Matador Original	
41	Plastic Basket RFL Kleen (Best quality)	
42	Pencil Battery (Sun Light (Pcs)	

SL. No.	Name of the Item	Rate (TK.) per unit
43	Pencil Remote Battery (Sun Light) (Pcs)	
44	Punch Machine Kangaro- ® 280	
45	Punch Machine kangaro DP -600	
46	Punch Machine kangaro DP -800	
47	Pin Remover Kangaro-SR -45T	
48	Pin Remover Kangaro SR-300. No-384556	
49	Pencil Cutter (Best Quality)	
50	Ring File – (Lever Arch File 2"-2.50")	
51	Ring File – (Lever Arch File 3"-3.50")	
52	Stapler Machine Heavy Duty Deli-Classic-0393	
53	Stapler Machine Deli-306	
54	Stapler Machine Kangaroo -DS-45N	
55	Stapler Pin 24/6 Kangaroo (original) box	
56	Stapler Pin 23/17 Kangaroo (original)box	
57	Money Sponge(water Sponge)	
58	Coloured Push Pins (Deli Brand) rio no- 0021,(23 mm)- 35 Pcs in a Box	
59	Sticky Notes 7.6 X 7.6 cm (3"X 3") 100 Sheets/ Pad	
60	Scale Steel 12"	
61	Scissor-6010 (210mm,8 ¼ in) (Deli-Polished Bland) (Made in china)	
62	Wood Pencil Faber castell Golden faber-1221	
63	Savlon soap 30gm	
64	Soap-Keya (Mini)	
65	Savlon Anticeptic 1000 ml	
66	Savlon Handwash Liquid with Pump/Pot 250 ml	
67	Savlon Handwash Liquid Refill 200 ml	



SL. No.	Name of the Item	Rate (TK.) per unit
68	Germnil Handwash Pearl Refill-180ml	
69	Germnil Handwash Refill-180ml	
70	Germnil Handwash Pearl Pot -200ml	
71	Life buoy Hand wash with pump/ Pot 200 ml	
72	Life buoy Hand wash Refill - 170 ml	
73	Wheel Powder (500 gm)	
74	Vim Powder Packet (500gm)	
75	Vim Liquid Pot (500ml)	
76	Vim Liquid refill (250ml)	
77	Wonder Liquid pot (500ml)	
78	Wonder Liquid refill (250ml)	
79	Germnil Dish Wash Refill 250 ml	
80	Germnil Dish Wash Pot 500 ml	
81	Mr. Brashoo 500 ml with pump	
82	Germnil Glass Cleaner with Pump 500ml	
83	Harpick (500 ml)	
84	Germnil Hard Clean Toilate Cleaner 500 ml	
85	Vanish Toilate Cleaner 500 ml	
86	Odonil (Air Freshener)	
87	Slip paper holder	
88	Napkin Tissue	
89	Bed Tissue	
90	Facial Tissue 120 x 2 ply Bangla Tissue (Nissho Koeki Tissue Paper Co.Ltd.)	
91	Toilet Tissue Paper Gold Super Soft (white) (Bangla Tissue)	



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 (6th Floor), Dhaka from **10.00 A.M. to 12.05 P.M. on 22.09.2026** and will be opened at **12.10 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

