

Islami Bank Bangladesh PLC

Operations Wing
Common Services Division
Head Office, Dhaka-1000.

Ref:IBBPLC/HO/OW/CSD/2025/

17, July 2025

Notice for inviting Quotation


Sealed quotations are hereby invited by Islami Bank Bangladesh PLC, Head Office, 20, Dilkusha C/A (6th Floor), Dhaka from the enlisted suppliers for supplying of the following Computer Accessories (**Original Color Printer Toner**) for our Bank for a period of next **(03) Three Months** as per description detailed below.

Original Toner for Color Printer

Sl	Machine Model	Toner Model	Country of Origin	Pages Yield	Rate (Per Unit) TK
1	Canon-316	LBP-5050n			
2	Canon-623 CDW	T-054			
3	Canon-790	G-1010/4010			
4	Canon-750/751	Toner BK			

Terms & Conditions are given below:

1	The Suppliers must have IRC (Import Registration Certificate) & must have work experience as an importer.
2	The Suppliers must have its own Trademarked Brand.
3	The Suppliers must have past experience to work with any Corporate organization in previously.
4	The Suppliers must have enough Employees & Technicians to ensure the smooth supply & repairing of Printer.
5	Toner must be certified by ISO 1400:2004 and BCSIR.
6	Country of origin certificate & Company genuineness certificate must be submitted.
7	The suppliers will quote the rate along with VAT & TAX as per Govt rules.
8	Longevity of the printing document should be ensured for minimum 15 years (Written agreement must be provided).
9	If the Quality of the Supplied material is unacceptable after test the whole supplied material will be returned without compensation
10	Authorized Agent/Dealer must enclose the consent letter along with the dealership certificate of sole distributor in Bangladesh.
11	Bank will not entertain any incomplete quotation and country of origin not acceptable beyond our demand.
12	Supply of items as per work order must be completed within schedule time otherwise penalty will be imposed @ 2 % for each week delay.
13	If work order is issued in favor of the firms, they will have to be bound to supply the items at approved rate for the next 03 (three) months for which the work order is issued otherwise the security money will be forfeited.
14	The lowest quotation may be accepted on the basis of item wise rate & quality.
15	Rate should be quoted in figures.
16	The Bank Authority is not bound to accept the lowest quoted rate.
17	The Bank Authority reserves the right to accept or reject any or all of the quotations without assigning any reason whatsoever.
18	Bill of lading & Invoice must be submitted.
19	The Suppliers must submit Material Safety Data Sheet (MSDS).
20	The Quotation must be submitted within 03 working days from the date of notice.


(Md. Saiful Alam)
VP & Head of CSD (CC)
