

# Islami Bank Bangladesh PLC

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

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

27, August 2025

## Notice for inviting Spot Quotation

Sealed quotations are hereby invited by Islami Bank Bangladesh PLC, Head Office, 20, Dilkusha C/A (6<sup>th</sup> 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 (Full Set) TK	Remarks
1	HP Jet Pro-7740	Cartridge-953/955				04 Color (Cyan, Magenta, Yellow, Black)

**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.
4	The Suppliers must have enough Employees & Technicians to ensure the smooth supply & repairing of Printer.
5	The suppliers will quote the rate along with VAT & TAX as per Govt rules.
6	Longevity of the printing should be ensured for minimum 15 years.
7	Authorized Agent/Dealer must enclose the consent letter along with the dealership certificate from the sole distributor in Bangladesh.
8	Supply of items as per work order must be completed within scheduled time otherwise penalty will be imposed (@ 2 % for each week delay).
9	If work order is issued in favor of the firms, they shall 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.
10	The Bank Authority reserves the right to accept or reject any or all of the quotations without assigning any reason whatsoever.
11	The quotation must be submitted within 03 (Three) working days from the date of notice.

(Mohammed Mohi Uddin)  
EVP & Head of Division.

  
