



PUBALI BANK LIMITED

পূবালী ব্যাংক লিমিটেড



ESTABLISHMENT & GENERAL SERVICES DIVISION

Head Office, Level -13, 26 Dilkusha C/A,
Dhaka-1000; Tel: 88 02223381614 (PABX) Ext.394
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INVITATION FOR TENDER

for Supply and installation of one Digital Photocopier (speed 35-40 CPM) with pen drive port, RADF, ADF, ADU, Printer & Colour Scanner facility at our Establishment & General Services Division, Head Office, Level-13, 26 Dilkusha C/A, Dhaka-1000.

1. Procuring Entity : Pubali Bank Limited, Establishment & General Services Division, Head Office, 26 Dilkusha C/A, Dhaka-1000.
2. Tender Name : Supply and installation of one Digital Photocopier (speed 35-40 CPM) with pen drive port, Trolley, RADF, ADF, ADU, Printer & Colour scanner facility.
3. Price of Tender Document : Tk.300/- (Taka Three Hundred) Only (Non-refundable).
4. Eligibility of Tenderers : i) Minimum work experience of 3 (Three) years with Distributorship certificate issued by the Manufacturer Company.
ii) Having valid Trade License up to date, Income Tax clearance certificate and VAT registration certificate.
iii) Must be financially solvent (solvency certificate to be submitted).
5. Amount of Tender security : 2.5% of total bid amount in the form of Payment Order favouring '**Pubali Bank Limited, Head Office, Dhaka**' which to be refunded soon after completion of this procurement.
6. Name and address of the office from : Pubali Bank Limited, Establishment & General Services Division, Head Office, where tender documents will be obtained & to be dropped. Level-13, 26 Dilkusha C/A, Dhaka – 1000.
7. Last date & time for selling of Tender : Up to 4:00 PM (BST) on **06/07/2023** Document.
8. Last date & time for tender : **Up to 11:00 AM (BST) on 09/07/2023** submission
9. Date and time for tender opening : **At 11:30 AM (BST) on 09/07/2023** in presence of bidder (if any).
10. Special Instructions : i) Tender document to be submitted in sealed envelope.
ii) Pubali Bank Limited reserves the right to accept partly or fully any quotation or reject any or all quotations without assigning any reason whatsoever and is not bound to accept the lowest quotation.
iii) The lowest price is not the only criteria to accept the bid. Quality job with competitive price shall be appreciated.
iv) The bill shall be paid after deduction of VAT, IT & **10% security deposit** of the bill amount. The security money will be refunded after six months on satisfactory certificate/report from the user Division.

Interested bidders are encouraged to tender who are related to similar nature of jobs/works with well reputation.


(DILIP KUMAR PAUL)
GENERAL MANAGER & DIVISION HEAD

