

**INVITATION FOR TENDERS**

**Supplying and installation of one Digital Photocopy Machine (speed 36 CPM) with pen drive port facility, Trolley, ADU, Printer & Colour scanner facility at Pubali Bank Limited, Board Division, Head Office, Dhaka.**

1. Procuring Entity : Pubali Bank Limited, Establishment Division, Head Office, 26 Dilkusha C/A, Dhaka-1000.
2. Tender Name : Supply and installation of one Digital Photocopy Machine (speed 36 CPM) with pen drive port facility, Printer & Colour scanner facility at Pubali Bank Limited, Board Division, Head Office, Dhaka.
3. Price of Tender Document : Tk.200/-(Tk. Two hundred ) Only (Non-refundable)
4. Eligibility of Tenderers :
  - i) Minimum work experience of 3 (Three) years with genuine agencyship.
  - 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).
6. Amount of Tender security : 2.5% of total bid amount in the form of Payment Order favoring Pubali Bank Limited, Head Office, Dhaka – 1000.
7. Name and address of the office from where tender documents will be obtained & to be dropped : Pubali Bank Limited, Establishment Division (12<sup>th</sup> floor), Head Office, 26 Dilkusha C/A, Dhaka – 1000.
8. Last date & time for selling tender document : Up to 6.00 PM (BST) on **29.08.2017**
9. Last date & time for tender submission : Up to 11.00 AM (BST) on **30.08.2017**
10. Date and time for tender opening : At 11.30 AM (BST) on **30.08.2017** in presence of bidder (if any).
11. Special Instructions :
  - i) Tender document along with an MS Excel Calculation sheet 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) Lowest price is not the only criteria to accept the bid. Quality job with competitive price shall be appreciated.

Bidders are insisted to apply who are related with similar nature of works with well reputation.

(Syed Abdul Mazid)  
General Manager