



PUBALI BANK PLC.
ESTABLISHMENT & GENERAL SERVICES DIVISION
HEAD OFFICE, DHAKA-1000

INVITATION FOR QUOTATION

Sealed quotations are hereby invited from the bona fide Suppliers, Manufacturers in the prescribed Offer sheet (enclosed) for the under mentioned work as per terms & conditions stated below:

Procuring Entity	Pubali Bank PLC, Establishment & General Services Division, Head Office, Dhaka 1000.
Tender Name	" Fixation of rate & selection of tenderer/ vendor for procuring of different size, GSM (80) & Brand of Plain papers from January' 2024 to December' 2024 .' "
Cost of Tender Document	No price required
Eligibility of Tenderers	<ol style="list-style-type: none">1. Tenderers required to submit tender in our prescribed Offer sheet.2. Valid Trade License, TIN & VAT Registration Certificate (if any), etc. have to be submitted with the quotation3. Tenderer should have own Trading / Business Showroom for selection of regular Supplier.
Place of obtaining Tender Document	Tender Documents is available at Establishment & General Services Division (12 th Floor) Head Office, Dhaka 1000.
Last Date & Time for obtaining Tender Document	Up to 5.00 PM (BST) on or before 14.11.2023
Last Date & Place of submitting Tender Document	Sealed Quotation must be submitted on or before 15.11.2023 by 11:00 A.M. (BST) in the Tender Box kept at Establishment & General Services Division (12 th Floor), Head Office, Dhaka 1000.
Date & Time for Tender Opening	At 11.30 A.M (BST) on 15.11.2023 in presence of bidder (if any)
Special Instruction	<ol style="list-style-type: none">1. Tender Documents along with our offer sheet dully filled, signed & accepted by the bidder to be submitted in sealed envelope.2. Experience certificate of the bidder enclosed with tender documents will be treated as an extra advantage.3. Pubali Bank PLC. 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.

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Rate	:	# Rate (to be quoted) will include the Income Tax, VAT, cost of carrying up to the destination & any other cost. # Approved rate will be valid from January' 2024 to December' 2024 from the date of issuance of Work Order will be issued monthly basis for supply of plain papers to different Divisions of Head Office, Dhaka. # Quoting lowest rate is not only the criteria to be selected as regular Supplier.
Delivery	:	# The Delivery is to be completed within 05 (five) Calendar days from the issuing date of work order at different Divisions of Head Office. # Delivery have to be made as per specification of quality & quantity mentioned at the work order, failing which, the concerned suppliers will be treated as disqualified for future supply.
Quality	:	# Quality of product must be up to the standard acceptable to the Bank and strictly as per best specimen. # Deviation in quality will not be acceptable.
Tender Security / Earnest Money	:	# Tk. 50,000/- (Taka fifty thousand) to be submitted in the form of Payment Order (as a tender security) favoring Pubali Bank PLC. Head Office, Dhaka-1000. # "No tender will be considered without tender Security (Earnest money)" . The Bank reserves the right to forfeit the tender security if failed to perform the awarded job.
Samples	:	# For each Brand & size of paper at least 04 sheets as sample to be enclosed with the quotation marking the Brand name & GSM at the top right corner of the samples. # For Note Sheet, specification of paper to be written at the top right corner of the samples.
Writing on envelope	:	The envelope containing the quotation must be clearly superscribed with words reading "Quotation for Rates of Plain Papers" .
Others	:	1. Tenderer can quote for any of Sl. No. 01,02 , 03 & 04 and also can add more readily available Brands as per our Offer Sheet. 2. The notice inviting tender will be treated as integral part of the terms & conditions of the tender.
Payment	:	Payment of bill will be made on monthly basis after completion of supply of the papers required as per specification & quality as well as acknowledgment & recommendation of the concerned Divisions on the bill. Partial payment may not be allowed.


(Dilip Kumar Paul)
General Manager


(Jibon Kumar Roy)
Astt. General Manager



PUBALI BANK PLC.
ESTABLISHMENT & GENERAL SERVICES DIVISION
HEAD OFFICE, DHAKA

Offer Sheet

Quotation for Rate fixation & selection of Vendor of different size, GSM & Brand of Paper

Quotation in sealed envelope are hereby submitted for the following paper items:

Sl.	Type	Size	Brand Name	Packing in Sheets	Rate per Packet/Ream(Tk.)
1	Offset Paper (80 gsm)	A4		500 sheets per Ream/Packet	
		A4		500 sheets per Ream/Packet	
		A4		500 sheets per Ream/Packet	
		A4		500 sheets per Ream/Packet	
		A4		500 sheets per Ream/Packet	
		A4		500 sheets per Ream/Packet	
		A4		500 sheets per Ream/Packet	
		A4		500 sheets per Ream/Packet	
2	Offset Paper (80 gsm)	B4		500 sheets per Ream/Packet	
		B4		500 sheets per Ream/Packet	
		B4		500 sheets per Ream/Packet	
		B4		500 sheets per Ream/Packet	
		B4		500 sheets per Ream/Packet	
		B4		500 sheets per Ream/Packet	
		B4		500 sheets per Ream/Packet	
		B4		500 sheets per Ream/Packet	
3	Offset Paper (80 gsm)	A3		500 sheets per Ream/Packet	
		A3		500 sheets per Ream/Packet	
		A3		500 sheets per Ream/Packet	
		A3		500 sheets per Ream/Packet	
4	Note Sheet (80 gsm)	B4 / Legal	Color : Light Blue/ Green not less than 80 gsm	500 sheets per Ream/Packet	
			Color : Light Blue/ Green not less than 80 gsm	500 sheets per Ream/Packet	

(Signature with Date & Seal of the Bidder)

