

CARD OPERATION DIVISION

A-A Bhaban (2nd Floor), 23, Motijheel C/A, Dhaka-1000 Telephone: +8802-9512035, 9512051, 9512061 card@pubalibankbd.com | www.pubalibangla.com

PBL/HO/COD/CARD STATIONARY/985(e)/2023

Date: 15 June 2023

Tender Notice for Procurement of Card Cover, Card Mailer and Window Envelopes for Our Bank.

Sealed Quotations are hereby invited from bonafide vendor for supply of Card Cover, Card Mailer and Window Envelops for Our Bank as per following specification.

<u>Specification for Card Cover:</u> Size: Width-3.5" X Height- 2.5", Made by Art Card (Indonesia), 4 color print with glossy lamination & spot with dia-cutting & binding (design and quality must be as per sample copy which will collect from bank).

<u>Specification for Card Mailer:</u> Size: Width- 8.30" X Height- 11.70", Paper: 80 GSM Offset Paper (Indonesia) 4 Color Printing (design and quality must be as per sample copy which will collect from bank).

<u>Specification for Window Envelope (Small):</u> Size: Width- 8.8" X Height- 4.3", 80 GSM offset paper, 4 color printing, window & gumtap pasting. (design and quality must be as per sample copy which will collect from bank).

<u>Specification for Window Envelope (Big):</u> Size: Width- 11" X Height- 5", 80 GSM offset paper, 4 color printing, window & gumtap pasting. (design and quality must be as per sample copy which will collect from bank).

Terms and conditions:

- 1. The offer must be submitted through "Offering Sheet" enclosed with the schedule.
- 2. The offer must be valid for minimum 01 (one) year from the date of notification order.
- 3. The bidder has sufficient experience for mentioned work.

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- 4. Amount of **Tender Security is Tk. 20,000/-** (Taka Twenty Thousand only) which will be in the form of **Payment Order** in favour of Pubali Bank Limited. Tender security will be refunded to the unsuccessful bidders. But, the security amount of successful bidder will retain for minimum 1 year.
- 5. Payment of the bills will be made from Card Operation Division, Head Office after delivery of the same at the office as per terms of the Supply Order.
- 6. All VAT, Tax, Govt. Duties etc. will be deducted from the bill as per rule prior payment of the same.
- 7. The authority reserves the right either to accept or to reject all or any offer without assigning any reason.
- 8. Bank is not bound to accept the lowest Quotation. To be successful in the bid, quality of the offered items, financial capability, and reputation etc. of the firm as assessed by the Bank are the prime factors for consideration.

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- 9. The successful bidder shall have to inform the Bank 01 (one) month before if they want to discontinue.
- 10. Photocopy of Trade License, TIN Certificate, VAT Registration Certificate (BIN), Financial Solvency Certificate (if any), Appreciation letter, Major client list and Company profile to be submitted with the Quotation.

Initially the Bank will fix the unit rate of Card Cover, Card Mailer and Window Envelopes (Small and Big) and the Bank will procure the mentioned items from the selected vendor as and when required as per bank's requirement.

Offer/Bid to be dropped in the Tender Box kept in Establishment and General Services Division, Pubali Bank Limited, Head Office, 12th Floor, 26, Dilkusha C/A, Dhaka by 11.00 a.m up to 25-06-2023 which will be opened on the same day at 11.30 a.m in presence of the bidders (if any).

Sd/-(Khaled Al Masud) Senior Principal Officer Sd/(Ashim Kumar Roy)
GM & Division Head

Copy to:

✓ CC to: The Member Secretary, Purchase Committee, Pubali Bank Limited, Head

Office, Dhaka for kind information and necessary action.

✓ C¢ to : Notice Board, Pubali Bank Limited, Head Office, Dhaka.

CC to: The Division Head, Pubali Bank Limited, ICT Operation Division, Head

Office, Dhaka for kind information with request to publish the same at

Bank's Website.

Senior Principal Officer

GM & Division Head

OFFERING SHEET

(To be submitted alongwith the offer)

Tenderer's Name:

Address:

Offering Sheet for Card Cover, Card Mailer and Window Envelope (Small and Big)

Sl.	Features/specification	Description of Card Cover	Description of Card Mailer	Description of Window Envelope (small)	Description of Window Envelope (big)
1	Paper (Country of Origin)				
2	GSM				
3	Mode of Delivery				
4	Offer Validity				
5	Design and Quality comply with Banks requirement (should submit a sample copy with the offer)	Yes	Yes	Yes	Yes
6	Unit Price (including VAT & Tax)				

Authorized Seal & Signature

