



PUBALI BANK LIMITED

ESTABLISHMENT DIVISION
HEAD OFFICE, DHAKA-1000

INVITATION FOR TENDER FOR PRINTING STATIONERY ITEM

Sealed Tenders are hereby invited from bonafide Printing Firms who can participate in **single or all** of the following tenders but in **separate envelopes** as defined in the tender documents of the under mentioned works as per terms & conditions stated below:

Procuring Entity	PUBALI BANK LIMITED
Tender Name	1. 500 Pads CD-8 (Double Entry Voucher) 2. 600 Copy Customer Service & Complaint Management Policy
Eligibility of Tenderers	<ol style="list-style-type: none">1. Minimum Three (03) Years related works experience2. Must have Press Declaration Certificate and to be submitted with quotations3. The Tenderer must have experience in the printing works costing minimum Tk.50,000/= (Taka Fifty Thousand) only in a single work order and submitted a Testimonial Certificate of the concerned authority.4. Must be financially solvent and to be submitted Solvency Certificate of Bank.5. Valid Trade Licence, Upto date Income Tax & VAT Registration Certificate, to submitted with quotations Failing of the above documents, the quotation will be rejected outright.
Time Limit for Delivery	Within Twenty (20) working days after issuing Work Order
Amount of Tender Security	2.50 % of total quoted amount is to be submitted along-with Tender Documents
Place of obtaining Tender Documents	Tender Documents is available at Establishment Division (12 th Floor) Head Office, Dhaka
Last Date & Time for collecting Tender Documents	Upto 6.00 PM (BST) on 05.06.2018
Last Date & Place of submitting Tender Documents	Sealed Quotation must be submitted on or before 06.05.2018 by 11:00 A.M. in the Tender Box kept at Establishment Division (12 th Floor)
Place & Time for Tender Opening	Tender will be opened at Establishment Division (12 th Floor) on 06.05.2018 by 11:30 A.M. in the presence of the bidders (if any)
Special Instruction	<ol style="list-style-type: none">1. Tenderer can participate in single item or all item but must be submitted separately2. Tender Documents along-with our offer sheet dully filled, signed & sealed to be submitted in sealed envelop3. Lowest price is not the only criteria to accept the bid. Quality job with competitive price shall be appreciated

(Syed) Abdul Mazid
General Manager