




PUBALI BANK LIMITED
ESTABLISHMENT DIVISION
HEAD OFFICE, DHAKA-1000

INVITATION FOR TENDER

Sealed Tenders are hereby invited from the bonafide Suppliers in the prescribed format enclosed at the tender documents or in own letter head pad for the under mentioned work as per terms & conditions stated below:

Procuring Entity	PUBALI BANK LIMITED
Tender Name	<u>Fixation of rate & tenderer for procuring different size, type & Brand of paper</u> (on continuous basis)
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 format or in their letter head pad.2. Valid Trade License, TIN & VAT Registration Certificate (if any) & up to date income tax clearance certificate has to be submitted with the quotation3. Sample of each type, size & Brand of paper to be submitted with the quotation4. Tenderer should have own Trading / Business Showroom for selection of regular Supplier.
Time Limit for Delivery	As and when required by the different Divisions of Head Office.
Amount of Tender Security	<u>No tender security required</u>
Place of obtaining Tender Documents	Tender Documents is available at Establishment Division (12 th Floor) Head Office, Dhaka -
Last Date & Time for obtaining Tender Documents	Up to 6.00 PM (BST) on 11.09.2018
Last Date & Place of submitting Tender Documents	Sealed Quotation must be submitted before or on 12.09.2018 by 11:00 A.M. in the reserved Tender Box kept at Establishment Division (12 th Floor), Head Office
Place & Time for Tender Opening	Tender will be opened at Establishment Division (12 th Floor) on 12.09.2018 by 11:30 A.M. in the presence of the bidders (if any)
Special Instruction	<ol style="list-style-type: none">1. Tender Documents along-with our offer sheet dully filled & accepted to be submitted in sealed envelop2. Experience of the bidder will be an advantage.3. Lowest price is the main but not the only criteria to accept the bid. Quality job & market reputation will be appreciated

Interested Tenderers are hereby requested to submit their Quotation within the deadline.


(Syed Abdul Mazid)
General Manager
Establishment Division
Head Office

1	Rate	: # Rate (to be quoted) will include among others the Income Tax, VAT, cost of carrying up to the destination & any other cost. # Approved rate will be valid for 02 years if no major fluctuation occurs but may be variable based on market price. # Quoting lowest rate is not only the criteria to be selected as regular Supplier. # Rates of other stationery may be fixed up later or be paid as per market value.
2	Delivery	: # Delivery of the items must invariably be completed as and when required or within the next day after getting requisitions of different Divisions of HO. # Delivery have to be made as per quality & quantity mentioned at the requisitions, failing which will be treated as disqualification for future.
3	Quality	: # Quality of product must be up to the standard acceptable to the Bank and strictly as per best specimen available at the Local Market. # Deviation in quality will not be acceptable.
4	Payment	: Payment of bill will be made on monthly basis or as per requirement of the Suppliers after complete supply of the articles as well as acknowledgment & recommendation of the concerned Divisions on the bill. Partial payment will be allowed.
5	Submission of Document	: As per eligibility of the tenderer mentioned at tender notice; # Copy of Valid Trade License # Copy of TIN & VAT Registration Certificate (if any) # copy of up to date income tax payment certificate failing which the quotation will be rejected outright.
6	Samples	: # For each Brand & size of paper at least 02 sheets as sample to be enclosed 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.
7	Time & Date of Submission	: The quotation in sealed cover must be submitted on or before 12/09/2018 within 11.00 A.M. and be dropped to the reserved Tender Box kept at Establishment Division (12 th Floor) of Head Office Building.
8	Opening date of Tender	: Tender will be opened at 11.30 A.M. on the same day i.e. 12/09/2018 in the presence of the tenderers, if any.
9	Writing on envelope	: The envelope containing the quotation must be clearly superscribed with words reading "Quotation for Rates of Offset Paper" .
10	Right of Acceptance	: Pubali Bank Ltd. reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.
11	Other	: # It will not be binding on the part of the Bank to accept the lowest rate offered by you. # Tenderers can submit quotations in the Offer Sheet enclosed at Tender Document duly filled, signed & accepted by the bidder OR. they can submit into their own letter head pad enclosing the Offer Sheet duly signed and accepted the condition part of the Offer Sheet. # The selected sample of Note Sheet of the Bidder may be awarded work order time to time when required. # Tenderer can quote price for any of Sl. No. 01,02 & 03 or for all the 03 article and also can add more readily available Brands.

If the terms and conditions as mentioned here above are acceptable to you, please submit your quotation invariably by the stipulated date & time without fail.

Yours faithfully,



(Iftikher Haider)
Deputy General Manager



(Syed Abdul Mazid)
General Manager



PUBALI BANK LIMITED
ESTABLISHMENT DIVISION
HEAD OFFICE, DHAKA

HO/ESTT/STATIONERY/TENDER NO.:01

DATE:19/08/2018

Quotation for Rates of different size, type & Brand of Paper

Dear Sir,

Quotation in sealed envelope are invited for the following stationery items:

Sl.	Type	Size	Brand	Packing	Rate per Packet/Ream (Tk.)
1	Offset Paper (80 gsm)	A4	Brand Name	500 sheets per Ream/Package	
		B4	Brand Name	500 sheets per Ream/Package	
		A3	Brand Name	500 sheets per Ream/Package	
		A4	Brand Name	500 sheets per Ream/Package	
		B4	Brand Name	500 sheets per Ream/Package	
		A3	Brand Name	500 sheets per Ream/Package	
		A4	Brand Name	500 sheets per Ream/Package	
		B4	Brand Name	500 sheets per Ream/Package	
		A3	Brand Name	500 sheets per Ream/Package	
2	Offset Paper (70 gsm)	A4	Brand Name	500 sheets per Ream/Package	
		B4	Brand Name	500 sheets per Ream/Package	
		A4	Brand Name	500 sheets per Ream/Package	
		B4	Brand Name	500 sheets per Ream/Package	
		A4	Brand Name	500 sheets per Ream/Package	
		B4	Brand Name	500 sheets per Ream/Package	
3	Note Sheet	B4 / Legal	Color : Light Blue/ Green not less than 60 gsm Brand Name (if any)	500 sheets per Ream/Package (equivalent of 05 pads) or 100 sheets per pad	

If you are willing to submit rate, you will have to comply with the terms and conditions stated at overleaf prior to formal allotment of the work as per overleaf.

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