



**PUBALI BANK LIMITED**  
ESTABLISHMENT & GENERAL SERVICES DIVISION  
HEAD OFFICE, DHAKA-1000

PBL/HO/E&GSD/QUOTATION/ 10 /2023

February 07, 2023

**INVITATION FOR QUOTATION**

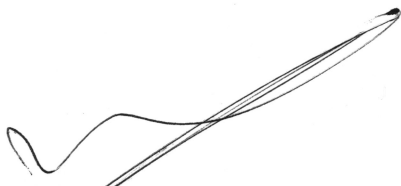
Sealed quotations are hereby invited from the bona-fide Suppliers, Manufacturers in the prescribed Offersheet (enclosed) for the under mentioned work as per terms & conditions stated below:

Procuring Entity	Pubali Bank Ltd, Establishment & General Services Division, Head Office, Dhaka.
Tender Name	Fixation of rate & selection of tenderer/ vendor for procuring of different size, GSM (80) & Brand of Plain papers <b>from March 2023 up-to December 2023</b> from the date of issuance of Work Order .
Cost of Tender Document	No price required
Eligibility of Tenderers	<ol style="list-style-type: none"><li>1. Tenderers required to submit tender in our prescribed Offersheet.</li><li>2. Valid Trade License, TIN &amp; VAT Registration Certificate (if any) &amp; have to be submitted with the quotation</li><li>3. Tenderer should have own Trading / Business Showroom for selection of regular Supplier.</li></ol>
Place of obtaining Tender Documents	Tender Documents is available at Establishment & General Services Division (12 <sup>th</sup> Floor) Head Office, Dhaka
Last Date & Time for obtaining Tender Documents	<b>Up to 5.00 PM (BST) on or before 16.02.2023</b>
Last Date & Place of submitting Tender Documents	Sealed Quotation must be submitted on or before <b>19.02.2023</b> by <b>11:00 A.M. (BST)</b> in the Tender Box kept at Establishment & General Services Division (12 <sup>th</sup> Floor), Head Office, Dhaka.
Date & Time for Tender Opening	<b>At 11.30 A.M (BST) on 19.02.2023 in presence of bidder (if any)</b>
<b>Special Instruction</b>	<ol style="list-style-type: none"><li>1. Tender Documents along with our offer sheet dully filled, signed &amp; accepted by the bidder to be submitted in sealed envelope.</li><li>2. Experience certificate of the bidder enclosed with tender documents will be treated as an extra advantage.</li><li>3. <b>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.</b></li></ol>


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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. # <b>Approved rate will be valid from March 2023 up-to December 2023 from the date of issuance of Work Order for monthly basis supply of papers to different Divisions, of Head Office.</b> # <b>Quoting lowest rate is not only the criteria to be selected as regular Supplier.</b>
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.
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	:	# <b>Tk. 50,000/- (Taka fifty thousand)</b> to be submitted in the form of Payment Order (as a tender security) favoring <b>Pubali Bank Limited, Head Office, Dhaka-1000.</b> # <b>“No tender will be considered without tender Security (Earnest money)”</b> . The Bank reserves the right to forfeit the tender security if failed to perform the awarded job.
Samples	:	# For each Brand & size of paper <b>at least 04 sheets</b> 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 <b>“Quotation for Rates of Plain Papers”</b> .
Others	:	1. Tenderer can quote for any of Sl. No. 01,02 , 03 & 04 or for all the 04 papers 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 complete 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



(Md.Noor -E- Alam Sarker)  
Deputy General Manager