



INVITATION FOR TENDER

Sealed Tender are hereby invited from the bonafide Printing Firms for the under mentioned works as per terms & condition stated below.

1.	Procuring Entity	: PUBALI BANK PLC.
2.	Tender Name	: Printing & supply of 100000 pieces of Office File (Yellow).
3.	Time for Completion of the work	: Full delivery of the mentioned item must invariably be made in subsequent 04 (four) phases . First phase must be delivered within 15 (Fifteen) calender days from issuance of work order and remaining 03 (three) phases are to be delivered as per requirement of the Bank to our Central Stationary Godown, Moghbazar, Dhaka. (Who are not capable to do the work within the schedule time need not to participate).
4.	Eligibility of Tenderers	: I. It is required to submit tender in our prescribed format II. Minimum Three (03) Years related works experience III. Must have Press Declaration Certificate and submit with quotations IV. The Tenderer must have experience in the printing works costing minimum Tk.15,00,000/= (Taka Fifteen Lac) only in a single work order and submit a Testimonial Certificate of the concerned authority. V. Must be financially solvent and to submit Solvency Certificate from any scheduled bank along with business account statement for the period of last one year. VI. Valid Trade Licence, Upto date Income Tax & VAT Registration Certificate, must be submitted with quotations. Failing of the above documents, the quotation will be rejected outright.
5.	Price of Tender Document	: Tk.2,000/- including VAT (non-refundable) & to be deposited to the C.D Account no-3555.901.045247 lying with Pubali Bank PLC., Account Name - "Sale Proceed of Tender Schedule of Pubali Bank Limited".
6.	Amount of Tender Security	: Earnest money to the extent of 2.50% of the total quoted amount will be deposited in the form of Payment Order in favour of " Pubali Bank PLC. " from any scheduled Bank along with the quotation, failing which the quotation will be rejected outright. If any printing firm expresses its inability to print the item inspite of quoting lowest rate showing any reason, in such cases, total earnest money of them will be forfeited.
7.	Place of obtaining Tender Documents	: Pubali Bank PLC., Establishment & General Services Division, Head Office. (12 th floor), 26 Dilkusha C/A, Dhaka-1000.
8.	Last Date & Time for Selling Tender Documents	: Up to 5. 00 PM (BST) on 01.02.2024 (Subject to presentation of deposit slip)
9.	Last date & time for tender submission	: Up to 11.00 AM (BST) on 04.02.2024
10.	Date & time for tender Opening	: Tender will be opened at Establishment & General Services Division, Head Office. (12 th floor), on 04.02.2024 by 11:30 AM in presence of the bidders (if any).
11.	Special Instructions	: I. Pubali Bank Limited reserves the right to accept partly or fully any quotation or reject any or all quotations without assigning any reason whatsoever. II. Lowest price is not the only criteria to accept the bid. Quality job with competitive price shall be appreciated. III. Tender Documents along-with our offer sheet dully filled, signed & sealed with a forwarding letter to be submitted in sealed envelop.


General Manager
Establishment & General Services Division