



INVITATION FOR TENDER

Sealed Tender are hereby invited from *bona fide* manufacturers/suppliers who can participate in the following tender in the prescribed format given in the tender documents of the under mentioned works as per terms & conditions stated below:

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| Procuring Entity | PUBALI BANK LIMITED |
| Tender Name | Purchase of 15000 boxes of White Offset Computer Paper. |
| Price of Tender Document | Tk.5,000/= (Taka Five Thousand) only including VAT (non-refundable & to be deposited to the C.D Account no.3555901045247 lying with Pubali Bank Ltd., Account Name- "Sale Proceed of Tender Schedule of Pubali Bank Limited". |
| Eligibility of Tenderers | <ol style="list-style-type: none">1. The Tenderers must have minimum 05(five) years of experience in supplying such Computer Paper in different Government/Semi Government Organizations/Banks/Reputed Companies. In a single work order, Tenderer have experience in supply of similar goods with minimum cost of Tk.1,00,00,000/- (Taka One Crore) only. This has to be supported by submission of Work Order and related completion certificates from the concerned Organization as documentary evidence.2. 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.3. To have updated copy of VAT Registration Certificate, Income Tax Clearance Certificate, Trade License, etc. and to be submitted along with the quotation. Failing submission of above documents, the quotation will be rejected outright. |
| Time Limit for Delivery | Within fifteen (15) working days after issuing Work Order. |
| Amount of Tender Security | Earnest money to the extent of 2.50% of the total quoted amount must have to be deposited in the form of Payment Order in favour of " Pubali Bank Limited " from any scheduled Bank along with the quotation, failing which the quotation will be rejected outright. |
| Place of obtaining Tender Documents | Tender Documents will be available at Establishment Division (12 th Floor) Head Office, Dhaka. |
| Last Date & Time for Selling Tender Documents | 25.03.2021 during office hour (Subject to presentation of deposit slip). |
| Last Date & Place of submitting Tender Documents | Sealed Quotation must be submitted on or before 25.03.2021 during office hour by 11:00 A.M in the designated Tender Box kept at Establishment Division. |
| Place & Time for Tender Opening | Tender will be opened at Establishment Division on 28.03.2020 at 11:30 A.M. in the presence of the bidders (if any) |
| Special Instruction | <ol style="list-style-type: none">1. Pubali Bank Limited reserves the right to accept partly or fully any quotation or reject any or all quotations without assigning any reason whatsoever.2. Lowest price is not the only criteria to accept the bid. Quality job with competitive price shall be appreciated.3. Tender Documents alongwith our offer sheet dully filled, signed & sealed with a forwarding letter to be submitted in sealed envelop. |


General Manager
Establishment Division