



INVITATION FOR TENDER

Sealed Tender is hereby invited from the eligible Tenderers as mentioned in the tender documents for the under mentioned work as per terms & conditions stated below:

1.	Procuring Entity	Pubali Bank Limited, ICT Operation Division, Head Office, 26 Dilkusha Commercial Area, Dhaka-1000.
2.	Tender Name	Procuring 2,000 (Two Thousand) Microsoft Office LTSC Standard Licenses and Support for Pubali Bank Limited for 03 (Three) years.
3.	Price of the Tender Documents	Tk.1,000/= (Taka One Thousand) only for each Tender Documents (non-refundable)
4.	Eligibility of Tenderers	i) The Bidder must be an authorized distributor/reseller of the product. ii) Having valid Trade License up to date, Income Tax Clearances Certificate and VAT Registration certificate. iii) Must be financially solvent (solveny certificate to be submitted).
5.	Amount of Tender Security	Bidder must be deposited 2.5% of bid money as Tender Security deposited in the form of Payment Order/Bank Guarantee in favor of Pubali Bank Limited which to be refunded to the unsuccessful bidders. No Tender will be considered without Tender Security (Earnest Money).
7.	Tender Documents to be obtained from	Pubali Bank Limited, ICT Operation Division, Head Office (10 th Floor), 26 Dilkusha Commercial Area, Dhaka-1000.
8.	Tender Documents to be submitted to	Pubali Bank Limited, Establishment Division , Head Office (12 th Floor), 26 Dilkusha Commercial Area, Dhaka-1000.
9.	Last date and time for selling tender documents	Up to 06:00 PM (BST) : 23 August 2022
10.	Last date and time for tender submission	Up to 11:00 AM (BST) : 24 August 2022
11.	Date and time for tender opening	At 11:30 AM (BST) : 24 August 2022 in presence of bidder (if any).
12.	Special Instruction	i) Tender document along with an MS Excel calculation Sheet to be submitted in sealed envelope. ii) Pubali Bank Limited reserves the right to accept or reject any/all tender(s) prior to acceptance without assigning any reason whatsoever and is not bound to accept the lowest quotation. iii) Lowest price is not the only criteria to accept the bid. Quality of the offered items, financial capability, and reputation etc. of the firm as assessed by the Bank are the prime factors for consideration.


(Md. Helal Uddin)
GM & Division Head