



PBL/HO/ADC DIV./TENDER/ 510(C)/2023

31<sup>st</sup> October 2023

**NOTICE INVITING QUOTATION FOR SUPPLY OF DISPLAY TABLE STAND & QR STICKER FOR THE BANK**

Sealed Quotations are hereby invited from bonafide vendor for supply of Display Table Stand & QR Sticker to our Bank as per following specification.

1. Name of Company :
2. Address :
3. Contact Person :
4. Telephone No. :
5. E-mail address :
6. Strength of the bidder :

ICT Operation Division		Date: 02 NOV 2023
Pubali Bank PLC.		SL: 02
<input checked="" type="checkbox"/> Executives <input type="checkbox"/> Executive General Manager (DGM) <input type="checkbox"/> AGM-1 <input type="checkbox"/> AGM-2 <input type="checkbox"/> AGM-3 <input type="checkbox"/> AGM-4 <input type="checkbox"/> Unit Team Leader of:		
<input type="checkbox"/> BACH <input type="checkbox"/> DE <input type="checkbox"/> IT & Power <input type="checkbox"/> System <input type="checkbox"/> B/W Support <input type="checkbox"/> Other	<input type="checkbox"/> DRC <input type="checkbox"/> IPT <input type="checkbox"/> Security <input type="checkbox"/> QAT <input type="checkbox"/> Office	<input checked="" type="checkbox"/> Initiatives <input type="checkbox"/> Discuss <input type="checkbox"/> Reply Urgently
		Initial:

- a) **Experience** : Please mention the experience of Table Stand manufacturing & Sticker printing related works. (Proper evidence need to be submitted).

**Business Requirements:**

SL	Product Name	Quantity (pcs.)
1	Display Table Stand (As per Bank's design)	5000 (Five Thousand) Units
2	QR Sticker (As per Bank's design)	50,000 (Fifty Thousand) Pieces

Note: Besides required quantities, the Bank will fix the per piece rate of above and will procure the same from the selected vendor as and when required as per bank's requirement.

**Terms and Conditions:**

1. The offer must be submitted through "Offering Sheet" enclosed with the schedule.
2. The offer must be valid for minimum 03 (Three) months.
3. Payment of the bills will be made from Alternative Delivery Channel Division, Head Office after delivery of the same at the office as per terms of the Supply Order.
4. VAT and Tax will be deducted from the bill as per rule prior payment of the same.
5. The successful bidder shall have to inform the Bank 1(one) month before if they want to discontinue.
6. Photocopy of Trade License, TIN Certificate, VAT Registration Certificate, and Financial Solvency Certificate, Major client list and Company profile to be submitted with the Quotation.
7. Bank is not bound to accept the lowest Quotation. To be successful in 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.





পূবালী ব্যাংক পিএলসি.  
PUBALI BANK PLC.

ALTERNATIVE DELIVERY CHANNEL DIVISION

Head Office, Pubali Bank PLC

A.A Bhaban (Level # 4), 23, Motijheel C/A, Dhaka 1000

Phone: +880961282 2110-17

e-mail: adc@pubalibankbd.com | www.pubalibangla.com

8. The authority reserves the right either to accept or to reject all or any offer without assigning any reason.

Initially, the Bank will procure 5000 (Five Thousand) units Display Table Stands & 50,000 (Fifty Thousand) pieces QR Stickers. Also, the Bank will fix the per piece rate of Display Table Stand & QR Sticker and will procure the mentioned items from the selected vendor as and when required as per bank's requirement.

Offer/Bid to be dropped in the Tender Box kept in **Establishment and General Services Division, Pubali Bank PLC., Head Office, 12<sup>th</sup> Floor, 26, Dilkusha C/A, Dhaka by 11.00 a.m up to 12<sup>th</sup> November 2023** which will be opened on the same day at 11.30 a.m in presence of the bidders (if any).

Sd/-  
(Nazim Ahmed)  
Assistant General Manager

Sd/-  
(Md. Rabiul Alam)  
DGM & Division Head

**Copy forwarded to:**

1. The Member Secretary, Purchase Committee, Pubali Bank PLC., Head Office, Dhaka for information and necessary action.
2. Notice Board, Pubali Bank PLC., Head Office, Dhaka.
- ✓ 3. The Division Head, Pubali Bank PLC., ICT Operation Division, Head Office, Dhaka for information with request to publish the same in the Bank's website.

  
31/10/23  
Assistant General Manager

  
DGM & Division Head



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**OFFERING SHEET**  
(To be submitted along with the offer)

**Tenderer's Name:**

**Address:**

Item Name: Display Table Stand		
SL No	Features/specification	Description
1	Country of Origin	Please Mention
2	Material	03 mm Clear Acrylic (Fiber)
3	Height	07 Inch
4	Width	05 Inch
5	Folded Base	2.5 Inch
6	Design	As per bank's Design
7	Mode of Delivery	Phase by phase as bank's requirement
8	Location of Delivery	ADC Division (Head Office)
9	Offer Validity	Minimum 03 (Three) months
10	Unit Price (including VAT & Tax)	Please mention
11	<b>Total Price for 5000 pcs.</b> (including VAT & Tax)	Please mention



**Authorized signature with company seal**



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**OFFERING SHEET**  
(To be submitted along with the offer)

**Tenderer's Name:**

**Address:**

Item Name: QR Sticker		
SL No	Features/specification	Description
1	Country of Origin	Please Mention
2	Material	Cutting Sticker
3	Height	07 Inch
4	Width	05 Inch
5	Printing Quality	04 Color Printing (As per bank's Design)
6	Mode of Delivery	Phase by phase as bank's requirement
7	Location of Delivery	ADC Division, Head Office & 21 Regional Offices of Pubali Bank PLC. across the country.
8	Offer Validity	Minimum 03 (Three) months
9	Unit Price (including VAT & Tax)	Please mention
10	<b>Total Price for 50,000 pcs.</b> (including VAT & Tax)	Please mention



**Authorized signature with company seal**