



PUBALI BANK LIMITED
ESTABLISHMENT DIVISION
HEAD OFFICE, DHAKA.

~~ASU-1 PLS.~~
HMD
09/12/2018
Mr. Manjur PLS
Signature 11-12-18
Date:06/12/2018

PBL/HO/ED (ENGG.)/PHOTOCOPIER/TENDER/1638(15)/2018

INVITATION FOR TENDERS

Supply and installation of one Digital Photocopy Machine (speed 25-30 CPM) with pen drive port, RADF, ADF, ADU, Printer & Colour scanner facility at at Credit Administration, Monitoring & Recovery Division, Pubali Bank Limited, Head Office, Dhaka.

1. Procuring Entity : Pubali Bank Limited, Establishment Division, Head Office, 26 Dilkusha C/A, Dhaka-1000.
2. Tender Name : Supply and installation of one Digital Photocopy Machine (speed 25-30 CPM) with pen drive port, Trolley, DADF/RADF, ADF,ADU, Printer & Colour scanner facility at at Credit Administration, Monitoring & Recovery Division, Pubali Bank Limited, Head Office, 26, Dilkusha C/A, Dhaka-1000.
3. Price of Tender Document : Tk.200/-(Tk. Two hundred) Only (Non-refundable)
4. Eligibility of Tenderers :
 - i) Minimum work experience of 3 (Three) years with genuine dealership/agency-ship/distributorship.
 - ii) Having valid Trade License up to date, Income Tax clearance certificate and VAT registration certificate.
 - iii) Must be financially solvent (solvency certificate to be submitted).
6. Amount of Tender security : 2.5% of total bid amount in the form of Payment Order favoring Pubali Bank Limited, Head Office, Dhaka – 1000.
7. Name and address of the office from where tender documents will be obtained & to be dropped. : Pubali Bank Limited, Establishment Division (12th floor), Head Office, 26 Dilkusha C/A, Dhaka – 1000.
8. Last date & time for selling tender document. : Up to 6:00 PM (BST) on **11/12/2018**
9. Last Date & time for tender submission : Up to 11:00 AM (BST) on **12/12/2018**
10. Date and time for tender opening : At 11.30 AM (BST) on **12/12/2018** in presence of bidder (if any).
11. Special Instructions :
 - i) Tender document to be submitted in sealed envelope.
 - ii) 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.
 - iii) The Lowest price is not the only criteria to accept the bid. Quality job with competitive price shall be appreciated.

Bidders are insisted to apply who are related with similar nature of works with well reputation.

SD/-
(Syed Abdul Mazid)
General Manager

- Copy To :**
- i) The General Manager, Pubali Bank Limited, Credit Administration, Monitoring & Recovery Division, Head Office, Dhaka for information and necessary action.
 - ✓ ii) The Division Head, Pubali Bank Limited, ICT Operation Division, Head Office, Dhaka for information and necessary action to publish the same at Bank's Website.
 - iii) The Secretary Purchase Committee, Pubali Bank Limited, Estt. Division, Head Office, Dhaka for information and necessary action.
 - iv) Ms. Fatima Ferdous, Officer, Pubali Bank Limited, Establishment Division (Engg. Deptt.), Head Office, Dhaka for information and necessary action.
 - v) Notice Board, Principal Branch, Dhaka.

General Manager