



**পূবালী ব্যাংক লিমিটেড**  
**PUBALI BANK LIMITED**

**CARD DIVISION**  
A-A Bhaban (2<sup>nd</sup> Floor), 23, Motijheel C/A, Dhaka-1000  
Telephone: +8802-9512035, 9512051, 9512061  
card@pubalibankbd.com | www.pubalibangla.com

PBL/HO/CARD DIV./NOTICE/2169(৬)/2022

17 July 2022

**Notice Inviting Quotation For Supply of Consumables for Card Personalization Machine (Brand: CIM, Model: COMBI 1000).**

Sealed Quotation are hereby invited from bonafide vendor for supply of **consumables for Card Personalization Machine (Brand: CIM, Model: COMBI 1000)** to our Bank as per terms & conditions stated below.

1. Name of Company :
2. Address :
3. Contact Person :
4. Telephone No. :
5. E-mail address :
6. Strength of the bidder :
  - a) Experience : Please mention the experience.
  - b) Manpower : Please mention.
  - c) After sale & service facility : Please mention.

**Terms and conditions:**

1. The offer must be submitted through "Offering Sheet (financial and technical)" enclosed with the notice.
2. The offer must be valid for minimum one year from the date of supply order.
3. Bidder must be an authorized distributor/reseller of the consumables products manufactured by CIM (authorization letter must be enclosed).
4. Amount of **Tender Security will be 2%** of bid amount in the form of **Payment Order** in favour of Pubali Bank Limited **or Bank Guarantee** of the same amount will be accepted. Tender security will be refunded to the unsuccessful bidders.
5. Failing to supply of the product within mentioned delivery time after work order, each week delay will charge **2%** of total work order amount as penalty and will be deducted from final payment.
6. In case of failure of the supplier, the Bank shall have the right to get the replacement works done by the other agency.
7. Payment of the bills will be made from Card Division after delivery of the same at the office as per terms of the Supply Order.



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8. All Tax, VAT, Govt. duties etc. will be deducted from the bill as per rule prior payment of the same.
9. The authority reserves the right either to accept or to reject all or any offer without assigning any reason.
10. 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.
11. The successful bidder shall have to inform the Bank 1(one) month before if they want to discontinue.
12. Photocopy of Trade License, TIN Certificate, VAT Registration Certificate, Financial Solvency Certificate (if any), Appreciation letter, Major client list and Company profile to be submitted with the Quotation.

The Bank will procure the same from the selected vendor as and when required as per requirement and fix the unit rate until any change needed of the fixed rate. However, the ribbons will be delivered to us according to our actual requirement on split order basis and may be differ from the estimated quantity and the payment will be made after successful delivery of the each split order.

**Sealed quotations (Technical and Financial offers in envelopes)** have to be submitted in the Tender Box kept at the **Pubali Bank Limited, Establishment Division (12<sup>th</sup> floor), 26 Dilkusha C/A, Dhaka-1000** on or before the **27-07-2022 by 11.00 am** which will be **opened** on the same day at **11.30 a.m.** in presence of the bidders (if any).

Sd/-  
(Khaled Al Masud)  
Senior Principal Officer


Sd/-  
(Ashim Kumar Roy)  
GM & Division Head

**CC to:**

Cc To: The Member Secretary, Purchase Committee, Pubali Bank Limited, Head Office, Dhaka for information and necessary action.

Cc To: Notice Board, Pubali Bank Ltd., Head Office, Dhaka.

✓ Cc To: The Division Head, Pubali Bank Limited, ICT Operation Division, Head Office, Dhaka **with request to publish the same at Bank's website.**

  
Senior Principal Officer

  
GM & Division Head



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**Financial Offer**

1. Name of Company :
2. Quoted price :

Sl.	Required Consumables	Estimated Quantity	Unit price	Total Price (including vat and tax)
01	White Indent Ribbon	50		
02	Black Indent Ribbon	15		
03	Photo Ribbon	500		
			Total	

Grand Total in word: Taka ..... Only.

Seal & Signature  
With Name of the participating vendor





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**Technical Offer**

Please mentioned the Technical specification/features of the each items along with the offer based on the below information.

SL No	Features	Description
01	Country of Origin	
02	Manufacture	
03	Size of Ribbon (in feet)	
04	Card printing capacity per ribbon	
05	Warranty	
06	Mode of Delivery	
07	Offer Validity	

Seal & Signature  
With Name of the participating vendor