



PUBALI BANK LIMITED

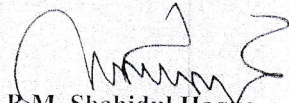
ESTABLISHMENT DIVISION
HEAD OFFICE, 26 DILKUSHA C/A, DHAKA-1000.

INVITATION FOR TENDERS

Sealed Tenders are hereby invited from the eligible Tenderers who can participate following tender as defined in the tender documents of the under mentioned work as per terms & conditions stated below.

1. Procuring Entity : Pubali Bank Limited, Establishment Division, Head Office, 26 Dilkusha C/A, Dhaka-1000.
2. Tender Name : Supplying of 01(one) unit Paper Shredder Machine at our HR Division, Head Office, Dhaka.
3. Price of Tender Document : Free of Cost
4. Eligibility of Tenderers :
 - i) The tenderer must have experience during 3(Three) years in completion of similar nature of work.
 - ii) Having valid trade license up to date, Income Tax clearance certificate and VAT registration certificate.
5. Time for completion of the work : 03(Three) Calendar days (who are not capable to do the works in the schedule time need not to participate).
6. Amount of Tender security : NOT APPLICABLE.
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 **28.03.2017**
9. Last date & closing time for tender submission : Up to 11.00 AM (BST) on **29.03.2017**.
10. Date and time for tender opening : At 11.30 AM (BST) on **29.03.2017** in presence of bidder (if any).
11. Special Instructions :
 - i) Tender document along with all required documents to be submitted in sealed envelope before closing time & last date for tender submission.
 - 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 not bound to accept the lowest quotation.
 - iii) **Lowest price** is not the only criteria to accept the bid. Quality product with competitive price shall be appreciated.

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


B.M. Shahidul Haque
General Manager

Schedule of Works

Supplying of 01(one) unit Paper Shredder Machine at our Human Resources Division, Head Office, Dhaka.

Sl. No.	Description of Items	Quantity	Rate	Amount
01	Supplying of a new Paper Shredder of Dahli/Deli or equivalent Brand paper shredder having shredding ability of 8/12 sheets (70g~80g, A4) at a time, Staple and paper clip cutting ability, Strip/Cross Cut type, speed 3M to 5M per Min, paper entrance width 200mm or above, waste bin capacity 04 Gal to 08 Gal. Product must have warranty period of minimum 01 year.	01 Unit		
Total:				

Terms & Conditions:

- ** All rates should be quoted individually i.e. item wise.
- ** Complete catalogue must be enclosed with the offer.
- ** All rates should inclusive VAT, IT & Taxes, Labor Charges, Carrying Cost & all other expenses as required for execution of above works.
- ** Warranty period for the item to be mentioned.

(Seal & Signature of the Contractor)

Date: