



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


Date: 08.01.2018

INVITATION FOR TENDERS

Supplying and installation of one Digital Photocopy Machine (Speed 25-28 CPM) with pen drive port facility, ADU, Built in ADF (Dual Scanner), Printer & Colour scanner facility at Pubali Bank Limited, Establishment Division (Printing Section), 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 25-28 CPM) with pen drive port facility, Printer & Colour scanner facility at Pubali Bank Limited, Establishment Division (printing Section), Head Office, Dhaka.
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 agencyship. .
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 **16.01.2018**
9. Last date & time for tender submission : Up to 11:00 AM (BST) on **17.01.2018**
10. Date and time for tender opening : At 11:30 AM (BST) on **17.01.2018** in presence of bidder (if any).
- †1. Special Instructions : 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 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) 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.


(Syed Abdul Mazid)
General Manager



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(Rate are inclusive all required VAT and IT material cost and carrying expenses etc.)

Sl.No	Specifications
1	Brand Name :
2	Model :
3	Country of origin :
4	Country of assembling :
5	Year of Manufacturing :
6	Drum Coping capacity :
7	Toner coping capacity :
8	Warranty :
9	Free Servicing period after sales :
10	Power rating :
11	Current rating:
12	Copy cost :
13	Zoom :
14	Multi Copy (1-999):
15	Resolution:
16	Memory : Hard Disk Drive 320GB (Standard), Ram-4GB (Standard)
17	Built in (ADU,ADF/ RADF, Pen-drive port, Printer & Colour Scanner)
18	Copy Speed : 25-28 CPM or Nearest (A4)

***Note: The bidder has to submit rate of spare parts, Toner, Developer, etc. in separate sheet (Letter Pad).

(Seal & Signature with date of Bidder)