



INVITATION FOR TENDER

Sealed Tender is hereby invited from the eligible Tenderers as mentioned in the Tender Documents for the under mentioned work as per Terms and Conditions stated below:

1.	Procuring Entity	Pubali Bank PLC., ICT Operation Division, Head Office, 26, Dilkusha Commercial Area, Dhaka-1000.	
2.	Tender Name	Supplying 2,500 (Two Thousand and Five Hundred) Zimbra Email User Licenses (Perpetual) and Support Services SLA for Zimbra Collaboration Suite (Network Edition) of Pubali Bank PLC.	
3.	Price of the Tender Documents	Tk.2,000/= (Taka Two Thousand) only for each Tender Schedule including VAT (non-refundable) to be deposited to the CD Account 3555-901-045247 maintained with Pubali Bank PLC., Account Name: Sales Proceed of Tender Schedule of Pubali Bank PLC.	
4.	Eligibility of Tenderers	i)	The Bidder must be an authorized Distributor/Reseller of the product.
		ii)	Having valid Trade License up to date, Income Tax Clearances Certificate and VAT Registration certificate.
		iii)	Must be financially solvent (solveny certificate to be submitted).
5.	Amount of Tender Security	Bidder must be deposited 2.5% of bid money as Tender Security deposited in the form of Payment Order/Bank Guarantee in favor of Pubali Bank PLC. which to be refunded to the unsuccessful bidders. No Tender will be considered without Tender Security (Earnest Money).	
7.	Tender Documents to be obtained from	Pubali Bank PLC., ICT Operation Division, Head Office (10 th Floor), 26 Dilkusha Commercial Area, Dhaka-1000.	
8.	Tender Documents to be submitted to	Pubali Bank PLC., Establishment and General Services Division , Head Office (12 th Floor), 26 Dilkusha Commercial Area, Dhaka-1000.	
9.	Last date and time for selling tender documents	Up to 06:00 PM (BST) : 14 January 2025	
10.	Last date and time for tender submission	Up to 11:00 AM (BST) : 15 January 2025	
11.	Date and time for tender opening	At 11:30 AM (BST) : 15 January 2025 in presence of bidder (if any).	
12.	Special Instruction	i)	Tender document along with an MS Excel calculation Sheet to be submitted in sealed envelope.