



Ref:HO/E&GSD/Annual Report/ 08 /2024

Date: 06.03.2024

INVITATION FOR TENDER

Sealed Tender are hereby invited from *bona fide* printing firms who can participate in the following tender in the prescribed format given in the tender documents of the under mentioned works as per terms & conditions stated below:

Procuring Entity	PUBALI BANK PLC.
Tender Name	2200 copies Annual Report-2023 with Envelope & 500 pieces Registration Coupon for 41 st Annual General Meeting (AGM) of Pubali Bank PLC.
Price of Tender Document	Tk.1,000/= (Taka One Thousand) only including VAT (non-refundable & to be deposited to the C.D Account no.3555901045247 lying with Pubali Bank PLC., Account Name- "Sale Proceed of Tender Schedule of Pubali Bank Limited".
Eligibility of Tenderers	<ol style="list-style-type: none">1. The Tenderers must have minimum 03(three) years of experience in printing & supply of Annual Reports of Banks/Non Banking Financial Institution/Reputed Companies which is to be supported by submission of copy of work order and related completion certificates from the concerned Organization as documentary evidence.2. The Tenderers must be financially solvent and have to submit Solvency Certificate from any scheduled bank3. The Tenderers must have updated VAT Registration Certificate, Income Tax Clearance Certificate, Trade License, Press Declaration and copy of those to be submitted along with the quotation.
Time Limit for Delivery	Mentioned in our Tender Documents.
Amount of Tender Security	Earnest money to the extent of 2.50% of the total quoted amount must have to be deposited in the form of Payment Order in favour of " Pubali Bank PLC. " from any scheduled Bank along with the quotation, failing which the quotation will be rejected outright.
Place of obtaining Tender Documents	Tender Documents will be available at Establishment & General Services Division (12 th Floor), Head Office, Dhaka.
Last Date & Time for Selling Tender Documents	19.03.2024 during office hour (Subject to presentation of deposit slip).
Last Date & Place of submitting Tender Documents	Sealed Quotation must be submitted on or before 20.03.2024 by 11:00 A.M in the designated Tender Box kept at Establishment & General Services Division, Head Office, (12 th Floor) Dhaka.
Place & Time for Tender Opening	Tender will be opened at Establishment & General Services Division on 20.03.2024 at 11:30 A.M. in the presence of the bidders (if any). If opening date falls on holiday, tender will be opened on next working day at the same time.
Special Instruction	<ol style="list-style-type: none">1. Pubali Bank PLC. reserves the right to accept partly or fully any quotation or reject any or all quotations without assigning any reason whatsoever.2. Lowest price is not the only criterion to accept the bid. Quality job with competitive price shall be appreciated.3. Tender Documents along with our offer sheet dully filled, signed & sealed with a forwarding letter to be submitted in sealed envelope.

General Manager

Establishment & General Services Division