



PUBALI BANK LIMITED
ESTABLISHMENT DIVISION
HEAD OFFICE, DHAKA-1000

PBL/HO/ED/QUOTATION/ /2021

December 06, 2021

INVITATION FOR TENDER

Sealed Tenders are hereby invited from the bonafide Suppliers in the prescribed format (enclosed) in the tender documents or in own letter head pad for the under mentioned work as per terms & conditions stated below:

Procuring Entity	Pubali Bank Ltd, Establishment Division, Head Office, Dhaka.
Tender Name	Fixation of rate & selection of tenderer/ vendor for procuring of different size, GSM (80) & Brand of Plain paper for the year-2022.
Cost of Tender Document	No price required
Eligibility of Tenderers	<ol style="list-style-type: none">1. Tenderers required to submit tender in our prescribed format or in their letter head pad.2. Valid Trade License, TIN & VAT Registration Certificate (if any) & have to be submitted with the quotation3. Sample of each type, size & Brand of paper to be submitted with the quotation4. Tenderer should have own Trading / Business Showroom for selection of regular Supplier.
Place of obtaining Tender Documents	Tender Documents is available at Establishment Division (12 th Floor) Head Office, Dhaka
Last Date & Time for obtaining Tender Documents	Up to 6.00 PM (BST) on or before 15.12.2021
Last Date & Place of submitting Tender Documents	Sealed Quotation must be submitted on or before 15.12.2021 by 11:00 A.M. in the Tender Box kept at Establishment Division (12 th Floor), Head Office, Dhaka.
Special Instruction	<ol style="list-style-type: none">1. Tender Documents along with our offer sheet dully filled & accepted to be submitted in sealed envelope.2. Experience of the bidder will be an extra advantage.3. 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.

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Other Terms & Conditions:-

1	Rate	: # Rate (to be quoted) will include the Income Tax, VAT, cost of carrying up to the destination & any other cost. # Approved rate will be valid up to 31st December, 2022 from 1st January, 2022 for monthly basis supply of papers to different Division, of Head Office. # Quoting lowest rate is not only the criteria to be selected as regular Supplier.
2	Delivery	: # The Delivery is to be completed within 05 (five) Calendar days from the issuing date of work order at different Divisions of Head Office. # Delivery have to be made as per quality & quantity mentioned at the work order, failing which, the concerned suppliers will be treated as disqualified for future.
3	Quality	: # Quality of product must be up to the standard acceptable to the Bank and strictly as per best specimen. # Deviation in quality will not be acceptable.
4	Payment	: Payment of bill will be made on monthly basis after complete supply of the papers as well as acknowledgment & recommendation of the concerned Divisions on the bill. Partial payment may not be allowed.
5	Submission of Documents	: As per eligibility of the tenderer mentioned at tender notice; # Copy of Valid Trade License # Copy of TIN & VAT Registration Certificate (if any) # Tk. 50,000/- (Taka fifty thousand) to be submitted in the form of Payment Order (as a tender security) favoring Pubali Bank Limited , Head Office, Dhaka-1000. “No tender will be considered without tender Security (Earnest money)” . The Bank reserves the right to forfeit the tender security if failed to perform the awarded job. Failing above which the quotation will be rejected outright.
6	Samples	: # For each Brand & size of paper at least 02 sheets as sample to be enclosed marking the Brand name & GSM at the top right corner of the samples. # For Note Sheet, specification of paper to be written at the top right corner.
7	Writing on envelope	: The envelope containing the quotation must be clearly superscribed with words reading “Quotation for Rates of Paper” .
8	Others	: # Tenderers can submit quotations in the Offer Sheet enclosed at Tender Document duly filled, signed & accepted by the bidder OR. they can submit into their own letter head pad enclosing the Offer Sheet duly signed and accepted the condition part of the Offer Sheet. # Tenderer can quote for any of Sl. No. 01,02 & 03 or for all the 03 papers and also can add more readily available Brands.


(Dilip Kumar Paul)
General Manager