



**PUBALI BANK PLC.**

পূবালী ব্যাংক পিএলসি.

**ESTABLISHMENT & GENERAL SERVICES DIVISION**

Head Office, Level -13, 26 Dilkusha C/A,  
Dhaka-1000; Tel: 88 02223381614 (PABX) Ext.394  
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Date: 11.12.2023

**INVITATION FOR TENDER**

**Supply and installation of one Digital Photocopier (speed 25-30 CPM) with pen drive port, RADF, ADF, ADU, Printer & Colour Scanner facility at our Card Operation Division, Head Office, A-A Bhaban (2<sup>nd</sup> Floor), 23, Motijheel C/A, Dhaka-1000.**

1. Procuring Entity : Pubali Bank PLC., Establishment & General Services Division, Head Office, 26 Dilkusha C/A, Dhaka-1000.
2. Tender Name : Supply and installation of one Digital Photocopier (speed 25-30 CPM) with pen drive port, Trolley, RADF, ADF, ADU, Printer & Colour scanner facility.
3. Price of Tender Document : Tk.300/- (Taka Three Hundred) Only (Non-refundable).
4. Eligibility of Tenderers : i) Minimum work experience of three years with Distributorship certificate issued by the Manufacturer Company.  
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).
5. Amount of Tender security : 2.5% of total bid amount in the form of Payment Order favouring '**Pubali Bank PLC., Head Office, Dhaka**' which to be refunded soon after completion of this procurement.
6. Name and address of the office from : Pubali Bank PLC., Establishment & General Services Division, Head Office, where tender documents will be obtained & to be dropped. Level-13, 26 Dilkusha C/A, Dhaka – 1000.
7. Last date & time for selling of Tender Document : Up to 4:00 PM (BST) on **26.12.2023**
8. Last date & time for tender submission : **Up to 11:00 AM (BST) on 27.12.2023**
9. Date and time for tender opening : **At 11:30 AM (BST) on 27.12.2023** in presence of bidder (if any).
10. Special Instructions : i) Tender document to be submitted in sealed envelope.  
ii) Pubali Bank PLC., 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) The lowest price is not the only criteria to accept the offer. Quality job with competitive price shall be appreciated.  
iv) The bill shall be paid after deduction of VAT, IT & **10% Security Deposit** of the bill amount. The security money will be refunded after six months on satisfactory certificate/report from the user Division/Branch/Office.

Interested bidders, who are related to similar nature of jobs/works with well reputation are encouraged to participate in the tender.

( Dilip Kumar Paul )  
General Manager & Division Head

