



পুতালী ব্যাংক পাবলি.
PUBALI BANK PLC.

ESTABLISHMENT & GENERAL SERVICES DIVISION

Head Office, Level-13, 26 Dilkusha C/A, Dhaka-1000.

IP: +8809612 82-1515; Tel: 02223381614 (PABX) Ext: 279

estt@pubalibankbd.com | www.pubalibangla.com

INVITATION FOR TENDER

Sealed Tender are hereby invited from the bonafide Printing Firms for the under mentioned works as per terms & condition stated below.

1.	Procuring Entity	:	PUBALI BANK PLC.
2.	Tender Name	:	Printing & supply of 75,000 pieces of Account Opening Booklet for Institutions (Savings/Current/Special Notice Deposit).
3.	Time for Completion of the work	:	Full delivery of the mentioned item must invariably be made in 02 (Two) phases . First phase must be delivered within 20 (Ten) calendar days from issuance of work order and remaining three phase are to be delivered as per requirement of the Bank to our Central Stationary Godown, Moghbazar, Dhaka. (Who are not capable to do the work within the schedule time need not to participate).
4.	Eligibility of Tenderers	:	I. It is required to submit tender in our prescribed offer sheet. II. Minimum Five (05) Years related works experience. III. Must have Press Declaration Certificate and submit with quotations. IV. The Tenderer must have experience in the printing works costing minimum Tk.15,00,000/= (Taka Fifteen Lac) only in a single work order and submit a work performance Certificate of the concerned authority. V. Must be financially solvent and submit Solvency Certificate from any scheduled bank. VI. Valid Trade Licence, Upto date Income Tax & VAT Registration Certificate, must be submitted with quotations.
5.	Price of Tender Document	:	Tk.1,000/- including VAT (non-refundable) & to be deposited to the C.D Account no-3555.901.045247 lying with Pubali Bank Ltd, Account Name - "Sale Proceeds of Tender Schedule of Pubali Bank Limited".
6.	Amount of Tender Security	:	Earnest money to the extent of 2.50% of the total quoted amount will be deposited in the form of Payment Order in favour of " Pubali Bank PLC., Head Office " from any Branch of our Bank along with the quotation, failing which the quotation will be rejected outright. If any printing firm express its inability to print the item inspite of quoting lowest rate showing any reason, in such cases, total earnest money of the Press will be forfeited.
7.	Place of obtaining Tender Documents	:	Pubali Bank PLC., Head Office, Establishment & General Services Division, 26 Dilkusha C/A, (12 th floor) Dhaka-1000.
8.	Last Date & Time for Selling Tender Documents	:	Up to 5.00 PM (BST) on 02.01.2024 (Subject to presentation of deposit slip evidencing payment of the price of tender)
9.	Last date, time & place for tender submission	:	Up to 11.00 AM (BST) on 03.01.2024 At Establishment & General Services Division, Head Office, 26 Dilkusha C/A, (12 th floor) Dhaka-1000.
10.	Date & time for tender Opening	:	Tender will be opened at Establishment & General Services Division, Head Office, 26 Dilkusha C/A, (12 th floor) Dhaka-1000 on 03.01.2024 by 11:30 AM in presence of the bidders (if any)
11.	Special Instructions	:	I. Pubali Bank Limited reserves the right to accept partly or fully any quotation or reject any or all quotations without assigning any reason whatsoever. II. Lowest price is not the only criteria to accept the bid. Quality job with competitive price shall be appreciated. III. Tender Documents alongwith our offer sheet dully filled, signed & sealed with a forwarding letter to be submitted in sealed envelop


(Dilip Kumer Paul)
General Manager & Division Head