



## UTTARA BANK PLC.

PURCHASE & PROCUREMENT DEPARTMENT (12<sup>TH</sup> FLOOR)  
HEAD OFFICE, 47, SHAHID BIR UTTAM ASFAQUS SAMAD SARAK,  
MOTIJHEEL C/A, DHAKA-1000

### INVITATION FOR TENDER

Date: 07.10.2024

01.	Procuring Entity	Uttara Bank PLC. Purchase & Procurement Department, Head Office, 47, Shahid Bir Uttam Asfaqus Samad Sarak, Motijheel C/A, Dhaka-1000.
02.	Tender Name	Supplying & Installation of Office Furniture at different Branches, Sub Branches & Offices of Uttara Bank PLC. throughout the country.
03.	Procurement Method	Open Tendering Method.
04.	Eligibility of Tenderers	i) Minimum 05 (five) years of work experience in the allied works. ii) The satisfactory completion certificate of Office Furniture supplying and installation in any scheduled Bank minimum worth Tk.60.00 lacs yearly for the last 03(three) years under maximum 20 (twenty) contracts in each year. iii) Should have valid Trade License, TIN Certificate, VAT Registration Certificate, ISO 9001:2015 & ISO 14001:2015 Certificate, Environmental clearance certificate.
05.	Price of Tender Document	Non Refundable BDT 2,000/- only in the form of Pay Order favouring 'Uttara Bank PLC. Head Office' for the tender schedule.
06.	Selling & Dropping of Tender Documents	Uttara Bank PLC. Purchase & Procurement Department, 12 <sup>th</sup> floor, Head Office, 47, Shahid Bir Uttam Asfaqus Samad Sarak, Motijheel C/A, Dhaka-1000.
07.	Earnest Money	BDT 50,000/- only in the form of Pay Order favouring 'Uttara Bank PLC. Head Office' for the tender.
08.	Last date & time for selling Tender Document	On or before 22.10.2024 during office hours.
09.	Last date & time for Tender submission	On 23.10.2024 before 2.00 PM for the tender.
10.	Date and time for Tender opening	On 23.10.2024 at 2.30 PM for the tender in presence of bidders or their representatives (if any).
11.	Special Instructions	i) Firms having prerequisite qualification may apply on their letter head pad to the General Manager, Purchase & Procurement Department, Uttara Bank PLC. Head Office during office hour. ii) Uttara Bank PLC. reserves the right to accept or reject any or all quotations without assigning any reason whatsoever and is not bound to accept the lowest quotation.

  
(Md. Rafiqul Islam Khan)  
General Manager

MD. RAFIQUUL ISLAM KHAN  
General Manager  
Purchase & Procurement Department  
Uttara Bank PLC.  
Head Office, Dhaka.