



UTTARA BANK PLC.

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

INVITATION FOR TENDER

Date: 26/01/2025

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	Washing & reaping of vertical blinds at different Branches, Sub Branches and Offices of Uttara Bank PLC. throughout the country.
03.	Procurement Method	Open Tendeing method.
04.	Eligibility of Tenderers	i) Minimum 03(three) years of work experience in the allied works. ii) Should have completed minimum 10 (ten) nos. of similar nature of wok in the last 03(three) years. iii) Should have valid Trade License, E-TIN certificate, Proof of return submission i.e ITR acknowledgement (if any) and VAT Registration Certificate.
05.	Price of Tender Document	Non-refundable Tk.1,000/- (Taka One thousand) only in the form of Pay order favouring 'Uttara Bank PLC. Head Office'
06.	Selling & Dropping of Tender Documents	Uttara Bank PLC. Purchase & Procurement Department, 12 th floor, Head Office, 47, Shahid Bir Uttam Asfaqus Samad Sarak, Motijheel C/A, Dhaka-1000.
07.	Earnest Money	Tk.10,000/- (Taka Ten thousand) 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 04.02.2025 during office hours.
09.	Last date & time for Tender submission	On 05.02.2025 before 02.00 PM.
10.	Date and time for Tender opening	On 05.02.2025 at 02.30 PM in presence of bidder (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. RAFIQUUL ISALM KHAN
General Manager
Purchase & Procurement Department
Uttara Bank PLC.
Head Office, Dhaka.