



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:

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 GENERAL/GREE/MEDIA brand Air-Coolers 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) Should be Authorized dealer in Bangladesh or Authorized Local distributor of the quoted brand and has been engaged in similar nature of works in Corporate sector preferably in any scheduled bank for the last 05(five) years. iii) Should have valid Trade License, TIN Certificate, VAT Registration Certificate and IRC Certificate/ Legal agreement with the Authorized dealer for local distribution.
05.	Price of Tender Document	Non Refundable BDT 2,000/- only in the form of Pay Order favouring 'Uttara Bank PLC. Head Office' for each tender schedule.
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	BDT 1,00,000/- 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 29.07.2024 during office hours.
09.	Last date & time for Tender submission	On 30.07.2024 before 2:00 PM for the tender.
10.	Date and time for Tender opening	On 30.07.2024 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.