



## 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: 28.01.2025

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	Servicing & maintenance of Diesel Generators (Perkins Engine) at different Branches, Sub Branches & Offices of Uttara Bank PLC. throughout the country.
03.	Procurement Method	Open Tendering Method.
04.	Eligibility of Tenderers	<p>i) For Servicing &amp; maintenance of Diesel Generators: Should be presently engaged in similar nature of works in Corporate sector preferably in any scheduled bank with successful continuation of the work in same institution for the last 03(three) years. Latest certification of such experience issued by the competent authority must be enclosed with the tender.</p> <p>ii) Should have valid Trade License, TIN Certificate, VAT Registration Certificate.</p>
05.	Price of Tender Document	Non Refundable BDT 1,000/- 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 <sup>th</sup> floor, Head Office, 47, Shahid Bir Uttam Asfaqus Samad Sarak, Motijheel C/A, Dhaka-1000.
07.	Earnest Money	BDT 10,000/- only in the form of Pay Order favouring 'Uttara Bank PLC. Head Office' for each tender.
08.	Last date & time for selling Tender Document	On or before 11.02.2025 during office hours.
09.	Last date & time for Tender submission	On 12.02.2025 before 2:00 PM.
10.	Date and time for Tender opening	On 12.02.2025 at 2:30 PM in presence of bidders or their representatives (if any).
11.	Special Instructions	<p>i) Firms having prerequisite qualification may apply for any of the above four works on their letter head pad to the General Manager, Purchase &amp; Procurement Department, Uttara Bank PLC. Head Office during office hour.</p> <p>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.</p>

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