




## 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

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	Procurement of several ICT Items i.e. hardware, accessories, hardware repair, ATM Consumable items for Uttara Bank PLC. which are as follows: <table><tr><th>Sl. No.</th><th>Name of Item</th></tr><tr><td>01.</td><td>Desktop Computer</td></tr><tr><td>02.</td><td>Monitor</td></tr><tr><td>03.</td><td>Printer</td></tr><tr><td>04.</td><td>Photo Scanner</td></tr><tr><td>05.</td><td>Online UPS</td></tr><tr><td>06.</td><td>Fingerprint Scanner</td></tr><tr><td>07.</td><td>Accessories</td></tr><tr><td>08.</td><td>Hardware Repair ( parts &amp; service charge)</td></tr><tr><td>09.</td><td>UV Detector</td></tr><tr><td>10.</td><td>Branch Router &amp; Branch Switch</td></tr><tr><td>11.</td><td>Network Structure Cabling</td></tr><tr><td>12.</td><td>MICR Scanner</td></tr><tr><td>13.</td><td>ATM Consumable items</td></tr></table>	Sl. No.	Name of Item	01.	Desktop Computer	02.	Monitor	03.	Printer	04.	Photo Scanner	05.	Online UPS	06.	Fingerprint Scanner	07.	Accessories	08.	Hardware Repair ( parts & service charge)	09.	UV Detector	10.	Branch Router & Branch Switch	11.	Network Structure Cabling	12.	MICR Scanner	13.	ATM Consumable items
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03.	Procurement Method	Open Tendering Method.																												
04.	Eligibility of Bidders	<table><tr><td>i.</td><td>Valid Trade License,</td></tr><tr><td>ii.</td><td>GIR/TIN certificate,</td></tr><tr><td>iii.</td><td>Documents to be provided to prove that the bidder has required experience (where applicable) in related business.</td></tr><tr><td>iv.</td><td>List of Corporate Clients along with the name of Contact person &amp; telephone number,</td></tr><tr><td>v.</td><td>Certificates of Reseller/Authorized Dealer/Supplier from the Manufacturer to participate in Tender (where applicable).</td></tr></table>	i.	Valid Trade License,	ii.	GIR/TIN certificate,	iii.	Documents to be provided to prove that the bidder has required experience (where applicable) in related business.	iv.	List of Corporate Clients along with the name of Contact person & telephone number,	v.	Certificates of Reseller/Authorized Dealer/Supplier from the Manufacturer to participate in Tender (where applicable).																		
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05.	Price of Tender Document	Non-refundable Tk.2,000/- (Two Thousand) only in the form of Pay Order favouring ‘Uttara Bank PLC. , Head Office’ for the tender schedule of each item.																												
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/Bid Security	Fixed Amount (BDT) in the form of Payment Order favouring ‘Uttara Bank PLC’ for each tender. Amount of Earnest Money mentioned in tender schedule.																												
08.	Last date & time for selling Tender Document	On or before 13.07.2025 during office hours.																												
09.	Date & time for Tender submission	On 14.07.2025 before 2.00 PM.																												
10.	Date and time for Tender opening	On 14.07.2025 at 2.30 PM in the presence of bidders or their representatives (if any).																												
11.	Special Instructions	<ul style="list-style-type: none"><li>• The authority reserves the right to relax, change or drop any of the terms &amp; conditions of the schedule without any further notice.</li><li>• The Uttara Bank PLC. reserves the right not to accept the lowest quotation and to reject any Tender or part thereof or all Tenders without assigning any reason whatsoever.</li></ul> <div> <b>General Manager</b></div>																												

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