



**UTTARA BANK PLC.**  
**PURCHASE & PROCUREMENT DEPARTMENT (12<sup>TH</sup> FLOOR)**  
**HEAD OFFICE, 47, SHAHID BIR UTTAM ASFAQUS SAMAD SARAQ,**  
**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 for Uttara Bank PLC. which are as follows: <table border="1"><thead><tr><th>Sl. No.</th><th>Name of Item</th></tr></thead><tbody><tr><td>01.</td><td>Desktop Computer</td></tr><tr><td>02.</td><td>Monitor</td></tr><tr><td>03.</td><td>UPS ( Offline )</td></tr><tr><td>04.</td><td>Laser Printer</td></tr><tr><td>05.</td><td>Photo Scanner</td></tr><tr><td>06.</td><td>UPS ( Online)</td></tr><tr><td>07.</td><td>Finger Print Scanner</td></tr><tr><td>08.</td><td>Accessories</td></tr><tr><td>09.</td><td>Hardware Repair ( parts &amp; service charge)</td></tr><tr><td>10.</td><td>UV Detector</td></tr><tr><td>11.</td><td>ATM</td></tr><tr><td>12.</td><td>Branch Router &amp; Branch Switch</td></tr><tr><td>13.</td><td>Network Structured Cabling</td></tr></tbody></table>	Sl. No.	Name of Item	01.	Desktop Computer	02.	Monitor	03.	UPS ( Offline )	04.	Laser Printer	05.	Photo Scanner	06.	UPS ( Online)	07.	Finger Print Scanner	08.	Accessories	09.	Hardware Repair ( parts & service charge)	10.	UV Detector	11.	ATM	12.	Branch Router & Branch Switch	13.	Network Structured Cabling
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03.	Procurement Method	Open Tendering Method.																												
04.	Eligibility of Bidders	<ol style="list-style-type: none"><li>Valid Trade License,</li><li>GIR/TIN certificate,</li><li>Documents to be provided to prove that the bidder has required experiences (where applicable) in related business.</li><li>List of Corporate Clients along with the name of Contact person &amp; telephone number,</li><li>Certificates of Reseller/Authorized Dealer/Supplier from the Manufacturer to participate in Tender (where applicable).</li><li>Original user's manuals/ brochures and datasheet with relevant page(s) clearly explaining all hardware specifications (where applicable).</li><li>List of service center(s) of the tenderer, their addresses and telephone numbers. (where applicable).</li></ol>																												
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.																												
08.	Last date & time for selling Tender Document	On or before 24.12.2023 during office hours.																												
09.	Last date & time for Tender submission	On 26.12.2023 before 1.00 PM.																												
10.	Date and time for Tender opening	On 26.12.2023 at 2.00 PM in 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 and conditions of the schedule without any further notice.</li><li>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>																												

  
Deputy General Manager