



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

INVITATION FOR TENDER

Date: 16.11.2023

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 and installation works of 03(three) nos. 7 KVA Petrol Generators at our proposed 03(three) different Sub Branches namely Ramgarh Sub Branch, Khagrachari; Akbar Hat Sub Branch, Chattogram and Nagarkanda Sub Branch, Faridpur.
03.	Procurement Method	Restricted Tendering Method.
04.	Eligibility of Tenderers	i) Should have completed minimum 03(three) nos. of similar nature of works in the last 3 (three) years but total worth of each work should not be less than Tk.50 (fifty) thousand. ii) Should have valid Trade License, TIN Certificate, up to date Income Tax Certificate and VAT Registration Certificate.
05.	Price of Tender Document	BDT 1,000/- in the form of Pay Order favouring 'Uttara Bank PLC., Head Office' for each tender document.
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	5% of total quoted amount 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 21.11.2023 during office hours.
09.	Last date & time for Tender submission	On 22.11.2023 before 2.30 PM.
10.	Date and time for Tender opening	On 22.11.2023 at 3.00 PM 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 Deputy 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. <p style="text-align: right;">(Md. Rafiqul Islam Khan) Deputy General Manager</p>