



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:

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	<ol style="list-style-type: none">1. Servicing & maintenance of Diesel Generators (Perkins Engine) at different branches, sub branches & offices of Uttara Bank PLC. throughout the country.2. Servicing & maintenance of Air Coolers at different branches, sub branches & offices of Uttara Bank PLC. throughout the country.3. Supplying & Installation of Vertical Blinds at different branches, sub branches & offices of Uttara Bank PLC. throughout the country.4. Supplying Air-Cooler Compressor to Bank's nominated vendor for installation 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)</p> <p>a. For Servicing & 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.</p> <p>b. For Servicing & maintenance of Air Coolers: 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.</p> <p>c. For Supplying & Installation of Vertical Blinds: Should be importer and completed minimum 20 (twenty) nos. of similar nature of works in Corporate sector preferably in any scheduled bank in the last 03(three) years.</p> <p>d. For Supplying Air-Cooler Compressor: Should be importer and has been engaged in similar nature of works in Corporate sector preferably in any scheduled bank for the last 03(three) years.</p> <p>ii) Should have valid Trade License, TIN Certificate, VAT Registration Certificate and IRC Certificate (for Supplying of Vertical Blinds & compressor).</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 th 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 04.03.2024 during office hours.
09.	Last date & time for Tender submission	On 05.03.2024 before 2:00 PM for tender no. (1), (2) & (3). On 05.03.2024 before 2:30 PM for tender no. (4).
10.	Date and time for Tender opening	On 05.03.2024 at 2:30 PM for tender no. (1), (2) & (3) On 05.03.2024 at 3:00 PM for tender no. (4). Both 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 Deputy General Manager, Purchase & 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> <p style="text-align: right;">(Md. Rafiqul Islam Khan) Deputy General Manager</p>