



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

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	Washing & reaping of existing vertical blinds at different Branches, Sub Branches and Offices of Uttara Bank PLC. throughout the country.
03.	Procurement Method	Restricted Tendeing method.
04.	Eligibility of Tenderers	i) Minimum 03(three) years of work experience in the allied works. ii) Should have completed minimum 10 (ten) nos. of similar nature of wok in the last 03(three) years. iii) Should have valid Trade License, TIN certificate and VAT Registration Certificate.
05.	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.
06.	Earnest Money	Tk.10,000/- (Taka Ten thousand) only in the form of Pay order favouring 'Uttara Bank PLC. Head Office' for the tender.
07.	Last date & time for selling Tender Document	On or before 20.03.2024 during office hours.
08.	Last date & time for Tender submission	On 21.03.2024 before 11.30 AM.
09..	Date and time for Tender opening	On 21.03.2024 at 12.00 PM in presence of bidder (if any).
10.	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>