



UTTARA BANK PLC.
PURCHASE & PROCUREMENT DEPARTMENT (12TH 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	Tender for supplying & installation of Stereo Headset for Contact Center of Uttara Bank PLC.
03.	Procurement Method	Request For Quotations Method.
04.	Eligibility of Bidder	<ol style="list-style-type: none">Valid Trade License.TIN Certificate.BIN CertificateThe bidder should be a legal entity that has not been prohibited /blacklisted by any Government Institution in Bangladesh or abroad (self-declaration must be provided).List of Corporate Clients along with the name of Contact person & Telephone number.
05.	Price of Tender Document	Nil
06.	Selling & Dropping place 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/Bid Security	N/A
08.	Last date & time for collecting Tender Document	On or before 20/04/2025 during office hours.
09.	Date & time for Tender submission	On 21/04/2025 before 03:00 p.m.
10.	Date and time for Tender opening	On 21 /04/2025 at 03:30 p.m. in presence of bidders or their representatives (if any).
11.	Special Instructions	<ul style="list-style-type: none">The authority reserves the right to relax, change, or drop any of the terms and conditions of the schedule without any further notice.Uttara Bank PLC reserves the right not to accept the lowest quotation and to reject any Tender or part thereof or all Tender without assigning any reason whatsoever.


General Manager

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

