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**SONALI BANK PLC, HEAD OFFICE, DHAKA**  
**INFORMATION TECHNOLOGY DIVISION**  
**(IT Procurement and Maintenance)**  
**Procurement of Laptop for Sonali Bank PLC**  
**Invitation for Tender**

|                                 |   |   |                                 |                               |  |
|---------------------------------|---|---|---------------------------------|-------------------------------|--|
| 01.                             | Procuring Entity Name   | Deputy General Manager, Information Technology Division (IT Procurement and Maintenance) Sonali Bank PLC, Head Office, Dhaka.   |                                 |                               |  |
| 02.                             | Procuring Entity District   | Dhaka, Bangladesh   |                                 |                               |  |
| 03.                             | Invitation Reference No. & Date   | <b>Tender # 2025/34 &amp; 23/07/2025</b>  |                                 |                               |  |
| 04.                             | Procurement Method  | Open Tendering Method (Framework)   |                                 |                               |  |
| 05.                             | Budget and Source of Fund   | Own   |                                 |                               |  |
| 06.                             | Tender Publication Date   | <b>23/07/2025</b>   |                                 |                               |  |
| 07.                             | Last date of Token Collection   | Date: 10/08/2025    Time: 04:00 PM  |                                 |                               |  |
| 08.                             | Deadline of Tender submission   | Date: 11/08/2025    Time: 03:00 PM  |                                 |                               |  |
| 09.                             | Tender opening date & time  | Date: 11/08/2025    Time: 03:30 PM  |                                 |                               |  |
| 10.                             | <b>Particulars</b>  | <b>Name &amp; Address of the Office.</b>  |                                 |                               |  |
|                                 | Selling Tender Document   | Information Technology Division (IT Procurement and Maintenance), Sonali Bank PLC, Head Office (6 <sup>th</sup> Floor), 35-42, 44 Motijheel C/A, Dhaka-1000, Bangladesh.  |                                 |                               |  |
|                                 | Submission of Tender Document   | Bidders must submit hard copies of all forms (Price schedule, Technical Specifications etc.) & required documents including <b>original tender security</b> in a sealed envelope by 03:00 PM on 11/08/2025 at: Information Technology Division (IT Procurement and Maintenance), Sonali Bank PLC, Head Office (6 <sup>th</sup> Floor), 35-42, 44 Motijheel C/A, Dhaka-1000, Bangladesh. |                                 |                               |  |
|                                 | Opening Tender Document   | Information Technology Division (IT Procurement and Maintenance), Sonali Bank PLC, Head Office (6 <sup>th</sup> Floor), 35-42, 44 Motijheel C/A, Dhaka-1000, Bangladesh.  |                                 |                               |  |
| <b>INFORMATION FOR BIDDER</b>   |   |   |                                 |                               |  |
| 11.                             | Eligibility of Tenderer   | As per Tender Document.   |                                 |                               |  |
| 12.                             | Brief Description of Goods & Related Services   | Procurement of Laptop for Sonali Bank PLC   |                                 |                               |  |
| 13.                             | <b>Tender No.</b>   | <b>Identification</b>   | <b>Price of Tender Document</b> | <b>Tender Security Amount</b> | <b>Completion Time</b>                   |
|                                 | <b>2025/34</b>  | Laptop  | Tk.=5,000/-                     | Tk.=2,60,000/-                | Short delivery period as per work order. |
| <b>PROCURING ENTITY DETAILS</b> |   |   |                                 |                               |  |
| 14.                             | Name of Official Inviting Tender  | Mohammad Kamrul Hassan  |                                 |                               |  |
| 15.                             | Designation of Official Inviting Tender   | Deputy General Manager, Information Technology Division (IT Procurement and Maintenance), Sonali Bank PLC, Head Office (6 <sup>th</sup> floor), Motijheel C/A, Dhaka.<br>email: <a href="mailto:dgmpmit@sonalibank.com.bd">dgmpmit@sonalibank.com.bd</a>  |                                 |                               |  |
| 16.                             | Address of Official Inviting Tender   | Information Technology Division (IT Procurement and Maintenance), Sonali Bank PLC, Head Office (6 <sup>th</sup> floor), Motijheel C/A, Dhaka.<br>email: <a href="mailto:dgmpmit@sonalibank.com.bd">dgmpmit@sonalibank.com.bd</a>  |                                 |                               |  |
| 17.                             | Contact Details   | a) Muhammad Deloar Hossain, Assistant General Manager, Information Technology Division (IT Procurement and Maintenance), Sonali Bank PLC, HO, Dhaka. Cell: 01615-447847<br>b) M. Mushfiqur Rahman, Assistant Engineer (IT), Information Technology Division (IT Procurement and Maintenance), Sonali Bank PLC, HO, Dhaka. Cell: 01737-223302  |                                 |                               |  |
| 18.                             | <b>The procuring Entity reserves the right to accept or reject any or all tenders (partly or fully) at any stage without showing any reasons.</b> |   |                                 |                               |  |

(Mohammad Kamrul Hassan)  
**Deputy General Manager**

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