



# SONALI BANK PLC.

Principal Office Mirpur, Dhaka.

## Invitation for Tender

|     |  |  |   |   |                            |
|-----|--|--|---|---|----------------------------|
| 01. | Name of Procuring Entity   |  | Sonali Bank PLC, Principal Office Mirpur, Dhaka   |   |                            |
| 02. | Invitation Ref No. & Date  |  | SBPLC/ PO-Mirpur/IT/01  |   | Date : 02/07/2025          |
| 03. | Procurement Method   |  | Limited Tendering Method (LTM)  |   |                            |
| 04. | Budget and Source of Fund  |  | Own Source of Sonali Bank PLC.  |   |                            |
| 05. | Name of the Work   | Product  | Total Set   | Tender Price  | Completion Time            |
|     | Purchase of Desktop computer and A4 Document Scanner.                    | <b>Desktop Computer</b>  | 7 (seven) Units<br>All Included   | Tk.500.00<br>(Not Refundable)   | 7 (Seven)<br>Calendar days |
|     |  | <b>A4 Document Scanner</b>   | 1 (One) Unit<br>All Included  |   |                            |
| 06. | <b>Tender Closing &amp; Opening</b>                                      |  |   |   |                            |
|     | Tender Publication date  |  | 02/07/2025  |   |                            |
|     | Tender Last Selling Date   |  | 16/07/2025  |   |                            |
|     | Tender Closing date & time   |  | 17/07/2025, up to 3:00 PM   |   |                            |
|     | Tender Opening date & time   |  | 17/07/2025 at 3:15 PM   |   |                            |
| 07. | Selling Tender Document  |  | Intended Bidder shall collect Tender Document from Sonali Bank PLC, Principal Office Mirpur, Dhaka upon submitting an application in their letter head pad with paying Tk=500.00(Five Hundred) Cash Form. |   |                            |
| 08. | Receiving Tender Document  | a) Sonali Bank PLC, Principal Office Mirpur, Dhaka<br>b) Bidder must submit a sealed envelope on 17/07/2025 before 3.00 pm to tender box kept at Sonali Bank PLC, Principal Office Mirpur, Dhaka |   |   |                            |
| 09. | Place of Opening Tender Document   |  | Sonali Bank PLC, Principal Office Mirpur, Dhaka   |   |                            |
| 10. | Eligibility of Tenderer  |  | :   | 1. Tenderers enlisted with Sonali Bank PLC.   |                            |
| 11. | Tendered to attached copies of the following documents.                  |  | :   | (a) Valid and up to date trade license.<br>(b) Up to date Income Tax Clearance Certificate with TIN<br>(c) VAT Registration Certificate<br>(d) Tender Submission letter in bidder's Letter head pad.<br>(e) A duly completed & signed priced bill of quantity (Section-6)/Schedule of requirement.<br>(f) Copy of Enlistment Letter provide by Sonali Bank PLC.<br><b>N:B:(all copy of papers should be attested)</b> |                            |
|     |  |  |   |   |                            |
| 12. | Name, Designation and Address of the official inviting tender.           |  | Md. Abdur Razzaque, Deputy General Manager, Sonali Bank PLC, Principal Office Mirpur, Dhaka   |   |                            |
| 13. | Contact Details For Schedule   | a) Md. Koesh Al Mahmud, Assistant General Manager, Sonali Bank PLC, Principal Office Mirpur, Dhaka.<br>Cell: 01711367555.  |   |   |                            |
|     |  | b) Md. Raquibul Alam, Senior Principal Officer, Sonali Bank PLC, Principal Office Mirpur, Dhaka.<br>Cell: 01817518053.   |   |   |                            |
| 14. | PPA-2006 & PPR-2008 will be applicable for Tendering System procedure.   |  |   |   |                            |
| 15. | The procuring entity reserves the right to accept or reject all tenders. |  |   |   |                            |

Md. Abdur Razzaque  
Deputy General Manager

