

SONALI BANK LIMITED
Common Services Division
Head Office, Motijheel C/A, Dhaka.

Invitation for e-Tender

International e-tenders are hereby invited from the bonafide manufacturers of security cheque paper or from local agent / representatives on behalf of their foreign principals/manufacturers for import of 10,000 (Ten thousand) reams security cheque paper (CBS-1) size-584mm×457mm (23"×18") as per specification and the terms & conditions stated in the tender schedule :-

1.	Name of Procuring Entity	Sonali Bank Limited, Common Services Division (5 th floor), Head Office, 35-42,44 Motijheel Commercial Area, Dhaka – 1000.		
2.	Invitation Ref. No. & Date	Ref.HO/ CSD/tender/2018/ 35 Date:21.05.2018 .		
3.	Procurement Method	Open Tendering Method (OTM)		
4.	Budget and Source of Fund	Own Sources of Sonali Bank Limited.		
5.	Name of the Work		Tender Security	Date of Shipment
6.	Procurement of 10,000 reams of security cheque paper, Clearing Bank Specification (CBS-1).		Tk. 6,00,000/- (Six Lac)	90 days from the date of workable L/C
7.	Token Collection, Closing & Opening			
	Tender Publication Date		21.05.2018	
(a)	Last date of Token Collection		02.07.2018 up to office hour	
(b)	Tender Closing Date and Time		03.07.2018 up to 15.00 hour	
(c)	Tender Opening Date and Time		03.07.2018 at 15.15 hour	
8.	Selling Tender Document		a) Intended Bidders require to register first through bidders link of Sonali Bank Limited e-Tender System web portal: 114.130.43.25/home.html or www.sonalibank.com.bd . b) To download the respective tender schedule, registered bidder(s) must collect a token number paying Tk=5,000/-(Five Thousand) in cash (Non refundable) from the following address : Common services Division, Sonali Bank Limited, Head Office (5 th Floor), 35-42,44 Motijheel C/A, Dhaka-1000, Bangladesh. * Please Use Internet Explorer (IE) for better performance.	
9.	Receiving Tender Document		a) Bidder(s) must submit tender only electronically through the web portal : 114.130.43.25/home.html or www.sonalibank.com.bd . b) In addition, Bidders must submit hard copies of all forms (Price schedule, Technical Specifications etc.) & required documents including original tender security in a sealed envelope at 15.00 hour on 03.07.2018 at : Common Services Division , <i>Sonali Bank Limited, Head Office (5th Floor),35-42, 44 Motijheel C/A, Dhaka-1000, Bangladesh.</i> Provided that without submitting the tender electronically, bidders offer will not be considered for evaluation.	
10.	Place of Opening Tender document		Sonali Bank Limited, Common Services Division (5 th floor), Head Office, 35-42,44 Motijheel Commercial Area, Dhaka–1000 at 15.15 hour on 03.07.2018 by the tender opening committee of the bank in presence of the tenderer or their representatives (if any).	
11.	Eligibility of Tenderer		Bonafide manufacturers of security cheque paper or local agent / representatives on behalf of their foreign principals / manufacturers who shall have minimum 01 years experience in supplying security cheque paper as well as supply of at least 3,000 reams against single work order to any bank in Bangladesh. Documentary evidence to be enclosed.	
12.	Disqualification :		(a). Any firm/supplier failed to supply security cheque paper to Sonali Bank Limited in last 5 years. (b). Tender with over-writing, cutting or erasing. (c).Non-submission of Tender Security money. (d).Failing to supply/ compliance of desired information/instructions. (e.) Failing to quote the rate in US Dollar.	
13.	In case of Local agents/representatives papers to be submitted duly attested with the tender		(a) Current trade licence, (b) Indenting registration certificate issued from BB, (c) Indentor's registration certificate from CCI & E office. (d) Update Income tax paid certificate with e-TIN number. (e) VAT registration certificate of last fiscal year. and (f) Manufacturer's authorization letter. g) Document of minimum 01 years experience in supplying security cheque paper as well as supply of at least 3,000 reams against single work order to any bank in Bangladesh.	



14.	Tender security	In case of local agent of foreign supplier Tk=6,00,000/= (Six lac) only (refundable) in the form of Payment Order/ Demand Draft/ irrevocable Bank Guarantee from any branch of any schedule bank in Bangladesh in favour of "Common Services Division, Sonali Bank Limited" must be submitted with tender schedule. In case of direct foreign supplier the tender security may be submitted as in form of bank guarantee payable to in favour of Sonali Bank Limited from any schedule bank in Bangladesh or international bank abroad having counter guarantee from any schedule bank in Bangladesh for an amount of any foreign currency equivalent to local currency (Bangladeshi taka) of TK.6 lacs must be submitted with tender schedule. The bank guarantee will remain valid at least 09(Nine) months. The validity of the guarantee may be required to be extended as and when desired by the Sonali Bank Limited.
15	Amount of Performance Security	Successful tenderer shall have to submit performance security (10% of quoted value) within 28 days of issuing NOA, in favour of "Common Services Division, Sonali Bank Limited" in the form of PO/DD/ irrevocable Bank Guarantee (refundable after completion of contract) issued by any schedule bank in Bangladesh or an internationally reputable bank and it shall have endorsed by correspondent bank located in Bangladesh.
16	Price of Token	Tk.5,000/- (Five Thousand)
17.	Sample	(a) The bidders must submit 20 (twenty) sheets of A4 size sample paper with water mark of any design which have water mark free space for technical evaluation. (b) Film /art works of watermark is to be submitted with the tender .
18	Pre Tender meeting	N/A
19.	Country of origin & port of shipment	The name of the country of origin of security cheque paper (CBS-1) and the name of the port of shipment should clearly be mentioned in the tender
20.	Name, Designation and Address of the official inviting Tender	Md. Anwar Kadir Chowdhury, Deputy General Manager, Common Services Division, Sonali Bank Limited, Head Office, Motijheel C/A, Dhaka-1000. Phone- 02-9552905. Mob-01708159319
21	The bank is not bound to accept the lowest quotation and bank reserves the right to accept or reject any or all the Quotations / Tenders without assigning any reason whatsoever.	



(Md. Anwar Kadir Chowdhury)
Deputy General Manager