



**SONALI BANK PLC, HEAD OFFICE, DHAKA**  
**INFORMATION TECHNOLOGY DIVISION**  
**(IT Procurement and Maintenance)**  
**Procurement of Laser Printer 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 # 2025/40 &amp; 09/09/2025</b>			
04.	Procurement Method	Open Tendering Method (Framework)			
05.	Budget and Source of Fund	Own			
06.	Tender Publication Date	<b>09/09/2025</b>			
07.	Last date of Token Collection	Date: 23/09/2025    Time: 04:00 PM			
08.	Deadline of Tender submission	Date: 24/09/2025    Time: 03:00 PM			
09.	Tender opening date & time	Date: 24/09/2025    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 24/09/2025 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 Laser Printer 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>2025/40</b>	Laser Printer	Tk.=4,000/-	Tk.=1,40,000/-	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. 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. 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 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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