



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

Invitation for e-Tender

1.	Name of Procuring Entity	Sonali Bank Limited, Common Services Division (5 th floor), Head Office, 35-44 Motijheel Commercial Area, Dhaka – 1000.		
2.	Invitation Ref. No. & Date	Ref. CSD/tender/2017/03/		
3.	Procurement Method	Open Tendering Method (OTM) as stated in Sonali Bank Limited own Purchase Manual		
4.	Budget and Source of Fund	Own Source of Sonali Bank Limited.		
17.	Name of the Work		Tender Security	Date of Shipment
	Procurement of 3,000 ream security cheque paper, Clearing Bank Specification (CBS-1).		Tk.3,00,000/- (Three Lac)	45 days from the date of workable L/C
6.	Token Collection, Closing & Opening			
	Tender Publication Date			
	16.04.2017			
(a)	Last date of Token Collection			
	27.04.2017 up to office hour			
(b)	Tender Closing Date and Time			
	30.04.2017 up to 15.00 hour			
(c)	Tender Opening Date and Time			
	30.04.2017 at 15.15 hour			
7.	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=2,000/-(Two 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.		
8.	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 30.04.2017 at : Common Services Division , Sonali Bank Limited, Head Office (5 th Floor),35-42,44 Motijheel C/A, Dhaka-1000, Bangladesh. Provided that without submitting the tender electronically, bidders offer will not be considered for evaluation.		
9.	Place of Opening Tender document	Sonali Bank Limited, Common Services Division (5 th floor), Head Office, 35-44 Motijheel Commercial Area, Dhaka–1000 at 15.15 hour on 30.04.2017 by the tender opening committee of the bank in presence of the tenderer or their representatives (if any).		
10.	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 3,000 reams against single work order to any bank in Bangladesh. Documentary evidence to be enclosed.		
11.	Disqualification :	(a). Any firm/supplier failed to supply security cheque paper to Sonali Bank Limited in last 5 years after getting workorder. (b). Tender with over-writing, cutting or erasing. (c).Non-submission of Tender Security money. (d).Failing to supply/ compliance of desired information/instruction. (e). Failing to quote the rate in US Dollar.		
11.	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) Income tax paid certificate for the year 2016/2017 with e-TIN number. (e) VAT registration certificate of last fiscal year. and (f) Manufacturer's authorization letter.		
12.	Tender security	Tk=3,00,000/= (Three lac) only (refundable) in the form of "Payment Order" or "Demand Draft" from any branch of any schedule bank in Bangladesh in favour of "Sonali Bank Limited,Common Services Division, Head Office, Dhaka" must be submitted with tender schedule.		
13.	Price of Token	Tk.2,000/- (Two Thousand)		
14.	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 .		
15.	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.		
16.	Name, Designation and Address of the official inviting Tender	Md. Abdul Gafur, Deputy General Manager, Common Services Division, Sonali Bank Limited, Head Office, Motijheel C/A, Dhaka-1000. Phone- 9552905.		
17.	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. Abdul Gafur).
Deputy General Manager