

**PROBASHI KALLYAN BANK
COMMON SERVICE DEPARTMENT
HEAD OFFICE, DHAKA**

Invitation for Tender/Quotation

01.	Agency	Probashi Kallyan Bank	
02.	Procuring Entity Name	CSD, Head Office, Dhaka	
03.	Procuring Entity District	Dhaka, Bangladesh	
04.	Invitation Ref No.	Tender # PKB PS /112/2017	
05.	Procurement Method	RFQ Tender Method	
06.	Budget and Source of Fund	Own	
07.	Tender Publication Date	22/08/2017	
Tender related Information			
08.	Tender last distribution date	Date: 29/08/2017	
09.	Tender closing date & time	Date: 30/08/2017 Time : 03:30 PM	
10.	Tender opening date & time	Date: 30/08/2017 Time : 04:30 PM	
11.	Name & Address of the office		
	Distributing Tender Document	Common Service Department, Probashi Kallyan bank, Head Office, 71-72 Old Elephant Road, Eskaton, Dhaka.	
	Receiving Tender Document	-DO-	
	Opening Tender Document	-DO-	
INFORMATION FOR TENDERER			
12.	Eligibility of Tenderer	As per RFQ Document.	
13.	Brief Description of Goods & Related Services	Supply of Migration Loan Application form ; Signature Card; Loan File; Furniture Fixture Register; Cash Safe Register; Stationary Stock Register; Bangla Pad as per specification for PKB (VAT & TAX will be deducted as per the Govt. rules)	
14.	Tender No.	Identification	Completion Time
	PKB PS /112/2017	Supply of Migration Loan Application form ; Signature Card; Loan File; Furniture Fixture Register; Cash Safe Register; Stationary Stock Register; Bangla Pad as per specification for PKB (VAT & TAX will be deducted as per the Govt. rules)	14 days
PROCURING ENTITY DETAILS			
15.	Name & Designation of Official Inviting Tender	Md. Abdul Karim Sarker, SPO, Head Office, Dhaka.	
16.	Address of Official Inviting Tender	Common Service Department, Probashi Kallyan bank, Head Office, 71-72 Old Elephant Road, Eskaton, Dhaka. Telephone: 02-8321195 , 02-8313742 Email: csd@pkb.gov.bd / itd@pkb.gov.bd	
17.	Issuance of Tender Schedule	Interested Tenderers are requested to collect Tender Schedule at free of cost and also apply through company pad to proper tender authority.	
18.	The procuring Entity reserves the right to accept or reject any or all tenders (partly or fully) at any stage.		

Sd/-

Md. Abdul Karim Sarker
SPO

Website- www.pkb.gov.bd

Email: csd@pkb.gov.bd

Copy To:

1. PS to Chairman Probashi Kallyan Bank, Head Office, Dhaka.
2. PS to Managing Director, Probashi Kallyan Bank, Head Office, Dhaka.
3. PS to Deputy Managing Director, Probashi Kallyan Bank, Head Office, Dhaka.
4. PS to General Manager, Probashi Kallyan Bank, Head Office, Dhaka.
5. IT Division, Probashi Kallyan Bank, Head Office, Dhaka. (request to publish in the website)
6. Notice Board, Probashi Kallyan Bank, Head Office, Dhaka.
7. Office Copy.

7.1 Specification

7.1 Specification			
SL	Item Description	Required Specification	Quantity
1.	Migration Loan Application form	[Size 8.25" /11" ,100 gsm offset paper , 4 color Print,1 fold (2 pages)] as per Sample	10,000 Pcs
2.	Signature Card	[Size 4.5" /7.3" ,300 gsm Art card , 1 color Print] as per Sample	10,000 Pcs
3.	Loan File	[Size 9.25" /15.25" ,300 gsm Duplex Board , 4 color Print with Kiriz] as per Sample	10,000 Pcs
4.	Furniture Fixture Register	[Size 8.2" /13.5", 70 gsm offset blue Color paper , 1color Print, Ledger Binding with Numbering, 250 Folio] as per Sample	100 Pcs
5.	Cash Safe Register	[Size 8.2" /13.5", 70 gsm offset blue Color paper , 1color Print, Ledger Binding with Numbering, 250 Folio] as per Sample	100 Pcs
6.	Stationary Stock Register	[Size 8.2" /13", 70 gsm offset blue Color paper , 1color Print, Ledger Binding with Numbering, 250 Folio] as per Sample	100 Pcs
7.	Bangla Pad	[Size 8.4" /11.7" ,100 gsm offset paper (Foreign) , 4 color Print, Pad Binding] as per Sample	100 Pcs
Others		Total Price including Vat, Tax etc.	