



Administration, Corporate Office, Dhaka

## Request for Proposal

For supply of Stationery goods for AB BANK PLC.

Date:

Vendor Name:

Vendor Address:

Cell #

### QUOTATION FOR SUPPLY OF STATIONERY GOODS

SL. NO.	DESCRIPTION	BRAND NAME	QUANTITY REQUIRED	UNIT PRICE (IN TAKA)	TOTAL AMOUNT (IN TAKA)
1	Stapler Machine	Kangaro/Good Luck Prime (white & Silver Color)	60		
2	Pencil	Faber Castell/Good Luck Blacko/Nataraj	60		
3	Scissor	Deli/Good Luck	30		
4	Auto ink (black & blue)	Shiny	30		
5	Glue gam	Glue Stick/Fevi Stick/Good Luck	100		
6	Remote battery	Sunlight/Olympic	20		
7	Pencil battery	Sunlight/Olympic	200		
8	Box file	Best quality	12		
9	Pilot Hi TechPoint Ball Pen	Pilot	50		
10	Binder clip (15mm= <b>60</b> , 19mm= <b>60</b> , 25mm= <b>60</b> , 32mm= <b>240</b> , 41mm= <b>180</b> & 51mm= <b>120</b> pcs)	Best quality	600		
11	Correction Pen	Uni Correction Pen	30		
12	Scotch Tape Big	Scotia - 50 Yards	100		
13	Multiplug	Maxline (4 Port), Model No. 024	25		

### Signature and Seal

### Terms & Conditions:

1. Quotation must be submitted along with Valid Trade License, Bank Solvency Certificate, VAT Registration Certificate, Up-to-date TIN Certificate, Up-to-date copy of TAX Payment receipt, Client list with goodwill certificate and Experience Certificate.
2. If any product is found to be poor quality, the vendor is obliged to change it immediately.
3. Rates must be submitted in figures as well as in words & the grand total figure must be shown in figures and in words
4. Overwriting in the rate will be treated as cancelled.
5. Quotation must be submitted along with a forwarding letter under sealed cover
6. Supplied materials must be delivered as per schedule of the Bank with Delivery Challan
7. Work order will be issued item wise to the lowest bidders
8. Materials must be delivered within the stipulated date mentioned in the work order failing which the Earnest Money will be forfeited automatically.
9. Delivery of printing forms shall have to be made at **AB Bank PLC., Tongi Central Godown, Sena Kallan Commercial Complex (SKCC), Tongi** positively mentioned in the work order failing which 3% will be deducted from the bill as Penalty Charge for late delivery.
10. No part payment against part delivery will be entertained.
11. All the items of desk stationeries and consumer items must be supplied as per sample
12. The party will not be allowed any Credit Facility from any Branch of AB Bank against the work order.
13. The name of the quoted item must be mentioned on the top of the envelope.
14. Tender must be dropped in the Tender Box kept at Bank's Head Office, **The Skymark, Level-2, 18 Gulshan Avenue, Gulshan -1, Dhaka-1212 within 12:00pm on April 20, 2025 and the same will be opened at 03:00pm of the day.**
15. Bill will be paid after deducting VAT, Income Tax etc. as per rules of the Bangladesh Government.
16. No complaint and/or any other contentions regarding Offset paper will be entertained after acceptance of the Tender
17. Bank Authority reserves the right to accept or cancel any or all tender wholly or partially and also to increase or decrease the quantity without assigning any reason whatsoever.