

**PURCHASE & PROCUREMENT DEPARTMENT (12<sup>TH</sup> FLOOR)  
HEAD OFFICE, 47, SHAHID BIR UTTAM ASFAQUS SAMAD SARAK,  
MOTIJHEEL C/A, DHAKA-1000**

### INVITATION FOR TENDER

|     |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 01. | Procuring Entity                                | Uttara Bank PLC, Purchase & Procurement Department, Head Office, 47, Shahid Bir Uttam Asfaqus Samad Sarak, Motijheel C/A, Dhaka-1000.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 02. | Tender Name                                     | Tender for supplying & installation of various Microsoft products under the Microsoft Enterprise Agreement for the next 3(three) years for Uttara Bank PLC.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 03. | Procurement Method                              | Open Tendering Method.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 04. | Eligibility of Bidders                          | <ul style="list-style-type: none"> <li>i. Valid Trade License.</li> <li>ii. TIN Certificate.</li> <li>iii. BIN Certificate</li> <li>iv. Documents to be provided for ongoing AMC support with at least 1(One) Bank.</li> <li>v. The bidder has to provide Certificate of Authorized LSP (Licensing Solution Provider) for the Microsoft Enterprise Agreement (EAs) from the Original Equipment Manufacturer (OEM) to participate in this Tender.</li> <li>vi. The bidder has to provide experience certificate to the effect that the bidder has experience in supply, delivery, installation and maintain the relevant all Microsoft Products under Enterprise Agreement at least 1(One) Bank.</li> <li>vii. Must have Support Arrangement from the global support center with Premier Support.</li> <li>viii. The bidder should not be blacklisted by any government institution in Bangladesh or abroad. (Self-Declaration to be provided).</li> <li>ix. List of Corporate Clients along with the name of Contact person &amp; Telephone number.</li> <li>x. Related working experiences.</li> <li>xi. All required certificates.</li> </ul> |
| 05. | Price of Tender Document                        | Non-refundable Tk. <b>10,000</b> /- (Taka Ten Thousand) only in the form of Pay order favouring 'Uttara Bank PLC' for the tender schedule.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 06. | Selling & Dropping place of Tender Documents    | Uttara Bank PLC, Purchase & Procurement Department, 12 <sup>th</sup> floor, Head Office, 47, Shahid Bir Uttam Asfaqus Samad Sarak, Motijheel C/A, Dhaka-1000.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 07. | Earnest Money/Bid Security                      | BDT <b>5,00,000/-</b> (Taka Five Lakh) only in the form of Pay order favouring 'Uttara Bank PLC' from any scheduled bank of Bangladesh                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 08. | Last date & time for collecting Tender Document | On 22/02/2026 during office hours.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 09. | Last date & time for Tender submission          | On 23/02/2026 before 11:30 a.m.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 10. | Date and time for Tender opening                | On 23 /02/2025 at 12:00 p.m. in presence of bidders or their representatives (if any).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 11. | Special Instructions                            | <ul style="list-style-type: none"> <li>• The authority reserves the right to relax, change, or drop any of the terms and conditions of the schedule without any further notice.</li> <li>• Uttara Bank PLC reserves the right not to accept the lowest quotation and to reject any Tender or part thereof or all Tender without assigning any reason whatsoever.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

**General Manager**

**MD. RAFIQUL ISLAM KHAN**  
General Manager  
Purchase & Procurement Department  
Uttara Bank PLC.  
Head Office, Dhaka.

