

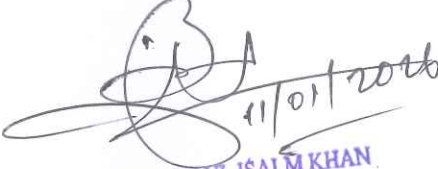
**UTTARA BANK PLC.****Tender No. 04**

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

INVITATION FOR TENDER

Date: 11.01.2026

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	Procurement of Cleaning Services for our Uttara Bank PLC. Head Office Building, Dhaka.
03.	Procurement Method	Procurement of continuous service (through Open Tendering Method).
04.	Eligibility of Tenderers	<u>For Schedule Group - A:</u> i) Should have been supplying stationery/cleaning items successfully in any Corporate Sector preferably in a bank at least for the last 01(one) year. ii) Should have valid Trade License, TIN Certificate, VAT Registration Certificate. <u>For Schedule Group - B:</u> i) Minimum 05(five) years of work experience in the allied works. ii) Should be engaged in similar nature of works in any prestigious multi-storied building in Dhaka City preferably in any Hospitals/Embassies/Banks/Pharmaceuticals or similar Organizations for the last continuous 03(three) years. Recent certificates must be enclosed. iii) Should have valid Trade License, TIN Certificate, VAT Registration Certificate.
05.	Price of Tender Document	BDT 1,000/- only (Non-Refundable) in the form of Pay Order favouring 'Uttara Bank PLC. Head Office, Dhaka' for each tender schedule.
06.	Selling & Dropping of Tender Documents	Uttara Bank PLC. Purchase & Procurement Department, 12 th floor, Head Office, 47, Shahid Bir Uttam Asfaqus Samad Sarak, Motijheel C/A, Dhaka-1000.
07.	Earnest Money (Refundable)	<u>For Schedule Group - A:</u> BDT 5,000/- only in the form of Pay Order favouring 'Uttara Bank PLC. Head Office, Dhaka' for each tender. <u>For Schedule Group - B:</u> BDT 50,000/- only in the form of Pay Order favouring 'Uttara Bank PLC. Head Office, Dhaka' for each tender.
08.	Last date & time for selling Tender Document	On or before 19.01.2026 during office hours.
09.	Date & time for Tender submission	On 20.01.2026 before 2:00 PM during office hours.
10.	Date and time for Tender opening	On 20.01.2026 at 2:30 PM in presence of bidders or their representatives (if any).
11.	Special Instructions	i) Firms having prerequisite qualifications may apply to purchase Tender Document on their letterhead pad to the General Manager, Purchase & Procurement Department, Uttara Bank PLC. Head Office during office hour. ii) Uttara Bank PLC. reserves the right to accept or reject any or all quotations without assigning any reason whatsoever and is not bound to accept the lowest quotation.


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