



NRBC Bank PLC.
Tender Notice
Facility Management Division
Head Office, Dhaka.


Tender Ref:02

Date:30.04.2026

Invitation for Tender
“Office Stationery”

Sealed Quotations are hereby invited from the experienced and competent vendors/suppliers under the Terms and Conditions stated below:

| SL | Particular | Descriptions |
|----|--|---|
| 01 | Procuring Entity Name | NRBC Bank PLC. |
| 02 | Procuring Method | Limited Tendering Method. |
| 03 | Tender Items | Office Stationery |
| 04 | Name & Address of The Office | NRBC Bank PLC. , Facility Management Division, 6 th Floor, Head Office, 114 Motijheel, C/A Dhaka-1000. Cont. +8802223353422 |
| 05 | Tender Publication Date | 30.04.2026 |
| 06 | Date & Time For Collecting Tender Document | 30.04.2026 To 05.05.2026 |
| 07 | Price of Tender Document | TK. 1,000 per schedule. (Non-Refundable) |
| 08 | Tender Security / Performance Security | TK.35,000 (Taka thirty-five thousand) Tender Security Money (refundable) in the form of a Payment Order in favor of the “NRBC Bank PLC.”. issued by any scheduled Bank have to be submitted along with the tender document. Tender security of successful bidders shall be retained as performance security for 6 (six) months. |
| 09 | Eligibility of Bidders | 01.The company must have 2 years of experience in related field 02.Enlisted vendor of NRBC Bank PLC. |
| 10 | Tender Submission Place, Last Date & Time | 06.05.2026 up to 12:00PM at NRBC Bank PLC. , Facility Management Division, 6 th Floor, Head Office, 114 Motijheel C/A Dhaka-1000. |
| 11 | Tender Opening Place, Date & Time | 06.05.2026 at 12:30 PM at NRBC Bank PLC. , FMD, 6 th Floor, Head Office, 114 Motijheel C/A Dhaka-1000. |
| 12 | Documents To Be Submitted By The Bidders | a) Up-to-date trade license, b) Up-to-date TIN Certificate. c) BIN Certificate d) Up-to-date Tax Payment Receipt e) Experience Certificate (f) List of valued client list. |
| 13 | Special Instruction | (A) Any other information regarding Tender may be collected from the office of the undersigned. (B) The Procuring Entity reserve the right to accept or reject any Or all the Tenders without assigning any reason whatsoever. (C) All the pages must be signed by the owner/ authorized representative of the bidder. (D) Price is not the only criteria to qualify for the tender. |


Mohammed Ghaus Ahmed
VP & Head of FMD