

NOTICE FOR ENLISTMENT OF SUPPLIER

Application are invited from reputed Companies having business experience in the fields of the following Categories “A”, “B”, “C”, “D” & “E” may apply for enlistment as vendor which will come into effect for one year from August’2013 for supplying/maintenance/repairing of following items as mentioned in the category “A”, “B”, “C”, “D” & “E” for our Head Office and branches listed as under:

Category “A” for Server, ATM, Desktop & Laptop:

- A-01. Server Brand: DELL/IBM/HP
- A-02. ATM, CDM & related hardware & software
- A-03. Desktop PC/Laptop Brand: IBM/DELL/HP/ACER/Toshiba

Category “B” for Infrastructure, Network & Power:

- B-01. Communication Equipments (Switch, Router, Firewall of CISCO/HUAWEI/JUNIPER)
- B-02. Offline/Online UPS, AVR
- B-03. LAN accessories such as Face Plate, Cable, Connectors, Rack etc. and establishment of LAN

Category “C” for Other Equipments:

- C-01. Printer (Dot Matrix/Laser etc), Scanner, Multimedia Projector (Epson, Acer, Canon, 3M, Hitachi etc.)
- C-02. MICR Cheque Scanner
- C-03. IT Accessories like HDD, RAM, NIC, Mouse, Keyboard, Portable HDD, USB Pen drive etc.
- C-04. Plastic Card & Pin Mailer.
- C-05. ATM Card Holder, ATM Receipt Paper, Thermal/ATM Journal Paper & Printer Ribbon.

Category “D” for Communication Link:

- D-01. Establishment of Data Communication Link & Internet Bandwidth.

Category “E” For Repairing & Maintenance:

- E-01. Repairing/servicing of Servers, Desktop PC, Laptop, UPS, Printers, Monitor etc.

Eligibility & other Conditions:

- Interested Bidders must have experience of such work in the Banking/Financial Industries.
- For Category “A-01” & “A-02”, Bidders must have experience of executing work of Tk. 1 crore or above in a single work order.
- Should have valid Registration/Ownership Document, up-to-date VAT & TIN Certificate, up-to-date Trade License, up-to-date Bank Solvency Certificate
- Suppliers Enlistment Form containing detail terms & conditions can be downloaded from the website of the Bank (www.sbacbank.com).
- An amount of Tk. 500/- (Taka Five Hundred) for each serial of item for every Category as mentioned above will have to be submitted as service charge (Non-Refundable). For enlistment of more than one item, the total amount of Service Charge must be submitted in the form of Payment Order favoring “ South Bangla Agriculture & Commerce Bank Ltd”.
- The Form along with Application & Payment Order will have to be dropped at the Tender Box kept at Sun Moon Star Tower (10th Floor), 37 Dilkusha C/A Dhaka 1000 on August 12, 2013 from 10:00 am to 2:00 pm and will be opened at 3:00 pm on the same day and place in presence of bidders who may choose to attend.
- Bank authority reserves the right to accept, modify or reject any or all of the applications, demote a vendor to a lower class, suspend business with them for any period, debar or remove the name from the approved list of vendors indefinitely or for a period as decided by the Management without assigning any reason whatsoever.

SUPPLIER ENLISTMENT FORM

Category Code								

GENERAL INFORMATION:

1. Business/Organization Name:

2. Nature of business:

Corporation

Partnership

Sole Proprietorship

Specify if any other type:

3. Owners' Name :

a) Owner 1 Full Name :

Contact Number :

b) Owner 2 Full Name :

Contact Number :

c) Owner 3 Full Name :

Contact Number :

4. Present Address:

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5. Number of years/months in the present address:

6. Key contact person:

a) Full Name :

Designation :

Contract No :

b) Full Name :

Designation :

Contract No :

7. Year of experience in the business :

8. Official Telephone Number :

9. Official FAX Number :

10. Official E-mail Number :

Full Name

Signature & Date

LICENSING, BANKING & EXPERIENCE INFORMATION:

 1. Trade License No :

 2. TIN No :

 3. VAT Registration No : Area Code

4. Bank Information:

 a) Bank name :

 b) Branch name :

 c) Account Number :

5. References of other companies worked with:

SL	Name	Designation	Company	Address

6. Attachment (tick appropriate one)

A	3 copies of PP size photograph of Proprietor/Managing Director	<input type="checkbox"/>
B	TIN Certificate (Photocopy must be Duly Attested)	<input type="checkbox"/>
C	VAT Registration certificate (Photocopy must be Duly Attested)	<input type="checkbox"/>
D	Affidavit/Article of Association of the Firm (as applicable) (Photocopy must be Duly Attested)	<input type="checkbox"/>
E	Valid Trade License (Photocopy must be Duly Attested)	<input type="checkbox"/>
F	Bank Solvency Certificate (Photocopy Attested)	<input type="checkbox"/>
G	Supporting Documents as proof of business experience for at least 2(two) years of the similar nature of goods. (Certificate of Incorporation/ Experience Certificate etc.)	<input type="checkbox"/>

I do hereby declare that the information and data furnished above are true. I also declare that I will abide by all the guidelines relating to enlistment of Suppliers of SBAC Bank.

 Full Name

 Signature & Date
 (With Official Seal)