

Agrani Bank PLC.
Procurement & Common Services Division (Common)
Head Office, Dhaka-1000.

Invitation for Enlistment and Renewal of Enlistment

1	Procuring Entity Name	Procurement & Common Services Division (Common) Agrani Bank PLC. Head Office, 6 th Floor, Head Office, 9/D, Dilkusha C/A, Motijheel, Dhaka-1000.	
2	Procuring Entity District	All over Bangladesh.	
3	Invitation for	<u>Categories of Enlistment & Renewal of Enlistment:</u> 1. Vehicle (repairing/servicing); 2. Vehicle Decoration (supply and installation); 3. Vehicle AC (supply/repairing); 4. Vehicle Tire and Battery (supply/repairing); 5. Wooden Furniture (supply and repairing); 6. Steel Furniture (supply and repairing); 7. Iron Safe, Locker and Grill Gate with Chubb Door (supply and repairing); 8. Signboard (supply and repairing); 9. Photocopier Machine (supply and repairing); 10. Fire Extinguisher (supply, refilling and repairing); 11. Courier Service (delivering document and parcel all over the country); 12. Electric Water Purifier Machine (supply and repairing); and 13. Vertical Blind, Roller Blind, Curtain, and Carpet (supply and repairing).	
4	Invitation Ref No & Date	P&CSD-Common/281/26	Date: 01-06-2026
KEY INFORMATION			
5	Procurement Method	Limited Tendering Method	
FUNDING INFORMATION			
6	Budget and Source of Funds	Own Funds.	
PARTICULAR INFORMATION			
7	Programme Name, Application Form Availability & Office Address	Different Categories for Enlistment and Renewal of Enlistment under Procurement and Common Services Division (Common); Agrani Bank PLC. Head Office, 6 th Floor, 9/D, Dilkusha C/A, Motijheel, Dhaka-1000.	
8	Application Form Availability Date	01-06-2026	
9	Application Form Last Selling Date and Time	Date: 17-06-2026	Time: 4.00 PM
10	Application Form Submission Date and Time	Date: 18-06-2026	Time: 10.00 AM to 4.00 PM
11	Application Form Submission Closing Date and Time	Date: 18-06-2026	Time: 4.00 PM
12	Place of Selling Tender Document/ Receiving Tender Document/ Opening Tender Document	Procurement and Common Services Division (Common) Agrani Bank PLC. Head Office, 6 th Floor, 9/D, Dilkusha C/A, Motijheel, Dhaka-1000.	


(M) 8 2

INFORMATION FOR APPLICANT

13	Brief Eligibility of Applicant	<ol style="list-style-type: none"> 1. Must have valid & Up-to-date Trade License on related work; 2. Must have valid e-TIN/TIN Certificate; 3. Must have valid & Up-to-date Income Tax Certificate; 4. Must have valid Value added Tax (VAT) Registration Certificate with Business Identification Number (BIN); 5. Must have valid & updated Bank Solvency Certificate issued by a scheduled bank not older than 28 days from the date of submission; 6. Must have documentary evidence of 03 (Three) year general experience (work completion certificate) for related supply/ maintenance /services in Banks/ Financial Institutions/ Govt. or Semi Govt. Organization/Autonomous Organization; 7. Must have at least 02 work completion certificate in last 02 (Two) years for related supply/ maintenance /services in Banks/ Financial Institutions/ Govt. or Semi Govt. Organization/ Autonomous Organization; and 8. Any other conditions may be added to the application form depending on the category of work. <p>Any company/firm or Owner of the company/firm debarred or blacklisted by Banks, Financial Institutions, Govt. Organization, Semi Govt. Organization & Autonomous Organization is not eligible for the Enlistment or renewal.</p>
14	Price (Tk) of Application Form (Non-refundable)	<p>Tk. 1,000.00 (One Thousand) Only per category.</p> <p>Applicants have to apply in their official letter head pad along with Tk. 1,000.00 in the form of pay-order/demand draft in favouring of Agrani Bank PLC., Head Office, Dhaka.</p>
15	Enlistment & Renewal Fee (Tk) (Non-refundable)	<p>Tk. 5,000.00 (Five thousand) Only for Newly Enlistment.</p> <p>Tk. 2,000.00 (Two thousand) Only for Renewal of Enlistment.</p> <p>Enlistment & Renewal of Enlistment Fees (Tk) must be submitted in the form of pay-order/demand draft in favoring of Agrani Bank PLC., Head Office, Dhaka.</p> <p>After the Evaluation only eligible firm/company will be noticed to submit Enlistment/Renewal of Enlistment Fee (whichever is applicable).</p>
16	Enlistment Security (Tk) (Refundable)	<p>A. Tk. 50,000.00 (Fifty Thousand)- [Applicable for category mentioned above: 1, 5, 6, 7, 8, and 10]; and</p> <p>B. 25,000.00 (Twenty Five Thousand) [Applicable for category mentioned above: 2, 3, 4, 9, 11, 12, and 13].</p> <p>After the Evaluation only eligible firm/company will be noticed to submit enlistment security.</p>

PROCURING ENTITY DETAILS

17	Name of Official Inviting Application	Nahid Sultana Chowdhury
18	Designation of Official Inviting Application	Deputy General Manager
19	Address of Official Inviting Application	Procurement and Common Services Division (Common) Agrani Bank PLC. Head Office, 6 th Floor, 9/D, Dilkusha C/A, Motijheel, Dhaka-1000.
20	Contact details of Official Inviting Application	Telephone: 02-9513293 (Division), 02-223389035 e-mail: dgmcsd@agranibank.org
21	The Procuring Entity reserves the right to reject all the Tenders or annul the Tender proceedings.	


 (Nahid Sultana Chowdhury)
 Deputy General Manager

