



General Services Division

Head Office, Bahela Tower, 72, Gulshan Avenue, Gulshan-1, Dhaka-1212

Ref: UB/HO/GSD/742/2024

Date: 02.12.2024

INVITATION FOR ENLISTMENT

Sealed applications in prescribed forms are hereby invited from bonafide and reputed companies for enlistment with Union Bank PLC. for supplying the Bank 14 categories items for a period of 02 years from January 01, 2025.

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| Category-I | Supply of Office stationery (Table stationaries, paper etc.) |
| Category-II | Supply of Printing stationery (Writing papers, Printing forms, Registers etc.) |
| Category-III | Supply & repairing office furniture (Chair, Table, File cabinet, Trunk, Glass door, Lock, Door closer & Center lock etc.) |
| Category-IV | Repairing & servicing of Motor vehicles/Supply of motor parts and accessories etc. |
| Category-V | Supply, repair & servicing of Air Cooler, Water Cooler/ Purifier, Generator, Freeze, Fan, Air conditioner etc. |
| Category-VI | Supply of electric goods (Tube light, Cable, MCCB, Bulb, Starter, Ballast, Power strip, Electric kettle, Microwave oven & such other items). |
| Category-VII | Supply & servicing of Telephone/PABX etc. |
| Category-VIII | Supply & repairing of Office Equipment (Note counting machine, UV note detecting machine, Note sorting machine, Note measurement machine, Note binding machine, Photocopier, Fire extinguisher & Solar system etc.) |
| Category-IX | Making and supply of uniforms and liveries etc. |
| Category-X | Supply of printer and photocopier toner/cartridge etc. |
| Category-XI | Event Management. |
| Category-XII | Supply & servicing of Rubber stamp, Flexo stamp, Plastic nameplate, Signboard, Digital deposit rate board, Banner, Visiting card, Invitation card & Various gift items etc. |
| Category-XIII | Making & repairing of the Bank's interior & exterior works. |
| Category-XIV | Insurance premium for pool vehicles. |

Schedule containing detail terms & conditions can be obtained from **Union Bank PLC.**, Head Office (3rd floor), General Services Division, Bahela Tower, 72, Gulshan Avenue, Gulshan-1, Dhaka-1212 on any working day during office hours from 02.12.2024 to 15.12.2024 on payment of Tk.500/- (Taka Five Hundred) only (non-refundable) for each category of item in cash. The schedule and application along with all supporting documents will have to be dropped into the tender box to be kept at the Division on or before 15.12.2024 upto 4.00PM clearly superscribing “**Enlistment of Vendor for _____**” during the office hours.

Union Bank PLC. authority reserves the right to accept/reject any or all applications for enlistment at its sole discretions without assigning any reason whatsoever. UBPLC. authority also reserves right to decide on the number of vendors to be enlisted.

Vice President

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