

Citizens Bank PLC.

General Services & Logistics Division

76, Motijheel C/A, Dhaka - 1000

NOTICE FOR VENDOR ENLISTMENT

The Management of Citizens Bank PLC. intends to enlist the reputed & bonafide vendors and service providers for enlistment in following categories for the year 2024~2026.

Category	Particulars
'A'	Supply of Office Stationary, Writing Papers, different types of Toner Cartridge for Photocopier, Rubber Stamp (Auto & Manual).
'B'	Supply of All types of Printing Stationeries such as Calendar, Diary, Printing Forms, Registers, Vouchers, Deposit Slip other than security stationery and Security Printing Stationery items.
'C'	Supply of Wooden Furniture & Fixture, Aluminium/Glass Furniture & Fixture, all types of Steel Furniture (in any other structure) and Fixture (including Iron safe, Door, locker etc.).
'D'	Supply of All types of Electrical & Electronic items (i. Air-Conditioner, ii. Generator, iii. CCTV, iv. IT Equipment's (Hardware & Software), ATM, IT accessories (Pen Drive, portable HDD, CD/DVD, etc.), different types of Toner Cartridge for Printers, Computer Consumables, and LAN/WAN Connectivity & infrastructure [Data/Internet service provider (ISP), APNIC-IP registrar, BTRC services, Value add service provider (VAS), etc.] v. Spare parts of PC/Monitor/Printer/UPS/Scanner vi. other Office equipment & Machineries such as Note Counting, Note binding, UV detector, MICR Reader, BTCL/Mobile/IP-Phone, Wi-Fi Solution, Access-Point (AP), Access Control, Attendance System, Security Alarm System, Online/Off Line UPS, Scanners, Photocopier, etc. vii. Rental co-location service provider of Data Center/Near Data Center, and Disaster Recovery, etc. viii. ICT Security Equipment's (Hardware & Software) rental or on-premises (SIEM, PAM, SOAR, XDR/EDR, etc.).
'E'	
E-i	Consultant/Consulting Firms for Interior Decoration Works
E-ii	Contractor for Construction/Interior Decorator & Civil works
'F'	Vehicle repairing and Servicing, workshop, Jeep/Car & other vehicles for the Spare parts, Tools, Oil & Lubricant etc.
'G'	Branding related works (Agency, Making and fitting of wooden & Panaflex Sign Board, Bill Board, Metal, Neon, Bell Sign, Name Plate, and other branding works/services etc.).
'H'	Supply of Flower vase, Pot & Plant or any other decorative materials.
'I'	Security Services (Physical and instruments), Gun, Metal detector, Fire Arms etc.
'J'	i. Venetian Blind, Curtain and other decoration items etc. ii. Spare parts of Air Freshener iii. Travel agency iv. Domestic & International Courier Service, v. Repairing and servicing of all types of office equipment's (Generator, Air Conditioner, Photocopiers, Note counting etc.), cleaning services, office uniform & Liveries including stitching works etc.)
'K'	Miscellaneous i. All types of Repair and Maintenance Services ii. ATM Thermal Advice Roll iii. Others

Terms and Conditions:

1. Schedule of the works will be available at General Services & Logistics Division, Head Office, (9th Floor), 76 Motijheel C/A, Dhaka -1000 during office hour upon payment of Tk. 1,000.00 (Taka One Thousand) only (non- refundable) in the form of payment order favoring "Citizens Bank PLC." from May 02, 2024 to May 20, 2024.
2. Schedule is to be submitted separately for each category in sealed cover as mentioned in the schedule.
3. Bank reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.

*Terms & Conditions Apply

General Services & Logistics Division