



# **BASIC Bank PLC.**

**Serving people for progress**

A 100% STATE OWNED COMMERCIAL BANK

[www.basicbankplc.com](http://www.basicbankplc.com)

## **NOTICE FOR FRAME WORK CONTRACT**

Companies/Firms/Suppliers are hereby invited for entering into a one-year Frame work Agreement, effective from 01 July 2026 to 30 June 2027, for the supply of tableware and cleaning stationeries item for the various departments of Head Office of the Bank as well as printing stationeries item for the of Head Office and all Branches of the Bank.

SL	Category	Purpose
01	Table and Cleaning Stationeries Item (for the Head Office)	For supplying all kinds of Table and Cleaning Stationeries Item to various departments of Head Office of the Bank.
02	Printing Stationeries Item	For printing & supplying various printing stationeries item to Head Office and all Branches of the Bank.

1. The participating company in all categories must have at least 5 (five) years' proven experience of working in that category in any scheduled bank in Bangladesh/Bangladesh Bank or must have previous record of successful completion of any work in that category in BASIC Bank. Copy of previous work order(s)/records must be supplied along with the tender as proof in this regard.
2. The participating company in the Agreement for suppling table and cleaning stationeries item must be submit documentary evidence demonstrating that they have a warehouse/showroom and an adequate number of delivery personnel to ensure prompt delivery of the goods.
3. The participating company in the Agreement for suppling printing stationeries item must be owner of printing press and warehouse and must be submit documentary evidence demonstrating that they have adequate number man power to ensure prompt delivery.
4. A security deposit of Tk. 10,000.00 (Ten Thousand) only issued by "BASIC Bank PLC." In favour of "BASIC Bank PLC." shall be submitted. The security deposit of the enlisted bidder will be kept with the Bank for the enlistment period. In case of failure to provide satisfactory service, the Bank will exercise its power to adjust its loss from the deposit.
5. The enlistment schedule may be obtained from Common Services Division (Sena Kalyan Bhaban - 5th floor, 195 Motijheel C/A, Dhaka) of BASIC Bank PLC. from July 09, 2026 between 10:00 A.M. and 04:00 P.M. of all working days at a cost of Tk. 1,000/- only. No enlistment schedule will be sold after 02:00 P.M. of July 29, 2026.
6. Sealed documents/papers have to be dropped in the box kept at Common Services Division (Sena Kalyan Bhaban - 5th floor, 195 Motijheel C/A, Dhaka) of BASIC Bank Limited on or before July 30, 2026.by 03:00 P.M.
7. The name of the category with items applied for Agreement must be mentioned at the top of the envelope.
8. Other terms and conditions can be found in the enlistment schedule.

**Assistant General Manager & Divisional In-charge (Current Charge)**  
**Common Services Division.**