



BASIC Bank PLC.

Serving people for progress

A 100% STATE OWNED COMMERCIAL BANK

www.basicbankplc.com

NOTICE FOR ENLISTMENT

Companies/Firms/Suppliers/Service Providers/Manufacturers are invited for the enlistment with BASIC Bank PLC. for work/supply for a tenure of 01(one) year from 01 July 2026 to 30 June 2027 under the following categories:

SL	Category	Purpose
01	Interior Decorators/Renovation/Construction Firms	For Interior decoration, renovation, construction and repair of branch/head office premises, ATM booth, other booths etc.
02	Designer /Consultant Firm	For design, drawing and supervision of interior works
03	Publicity Printing Press	For printing & supplying calendar, dairy, annual/semi annual/ other reports, brochure, leaflet etc.
05	Air Conditioner Supplier	For supplying, installing and repairing of air conditioners
06	Wooden &Other Furniture/Fixture Supplier	For supplying wooden and other (accept steel) furniture/fixture and repairing.
07	Steel Furniture Supplier	For supplying and repairing of safe, vault, vault door, locker etc.
08	Office Equipment and Machine Supplier	For supplying, installing and repairing of office equipment like-fax/photocopier/note counting/note binding machine/CCTV system/PABX system/fake note detector/MICR scanner/Access control system etc. (individually mention name on the top of the envelop)
09	Solar Panel Supplier	For supplying, installing and repairing solar panel system.
10	Sign Board/Banner/Name Plate Supplier	For supplying, installing and repairing all kinds of sign board/name plate/artwork/banner etc.
11	Motor Workshop	For repairing/maintaining bank's motor vehicles and supplying of spare parts
12	Courier Service	For delivery of parcels and documents of the bank
13	Event Management Firm	For arrangement of different events of the bank
14	Media & Publicity Management Firm	For media coverage of various programs of our bank and designing of various publicity material.
15	Liveries Supplier	For supplying of liveries (shirt, pant, shoes, shocks belt etc.)
16	Repairing/Maintenance of Machinery /Furniture & Fixture	For repairing/maintenance of bank's Machinery/ Furniture & fixture.
17	Generator Supplier	For supplying, installing and repairing of Generator.
18	Gift item/Promotional Item	For supplying/procurement of gift item/promotional item
19	Gun supplier	For supplying and repairing of Gun

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 enlistment for supply of any specific item mentioned in any category must be an authorized dealer/distributor of that specific item.
3. 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.
4. Eligible company require to pay in cash a non refundable Taka 5,000.00 (Five Thousand) with 15 % VAT (Tk 750) but if the proprietor of a sole proprietorship is a woman, the applicable enlistment fee is BDT 3,000 plus 15% VAT (BDT 450) as a category based Enlistment Fees for enlisting with the Bank.
5. The participating company may apply for enlistment for maximum in 3 categories.
6. 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.
7. 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.
8. The name of the category with items applied for enlistment must be mentioned at the top of the envelope.
9. Other terms and conditions can be found in the enlistment schedule.

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

প্রথম আলো ও ডেইলী ষ্টার - ০৮-০৭-২০২৬ ইং