



BASIC Bank Limited

Serving people for progress

A STATE OWNED SCHEDULED BANK
(A 100% State Owned Commercial Bank)

Head Office, Common Services Division, Sena Kalyan Bhaban - 5th floor, 195 Motijheel C/A, Dhaka-1000.

NOTICE FOR RENEWAL OF ENLISTMENT

Companies, Firms, Suppliers, Service Providers and Manufacturers are invited to renewal of enlistment with BASIC Bank Limited for the supply of goods and services for tenure of one year from July 01, 2025 to June 30, 2026 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.
04	Other Stationery Printing Press	For printing & supplying various vouchers, forms, cards & registers etc.
05	Air Conditioner Supplier	For supplying, installing and repairing of air conditioners
06	Wooden Furniture/Fixture Supplier	For supplying wooden 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	Office/Table Stationeries Supplier	For supplying all kinds of office/table stationeries.
11	Sign Board/Banner/Name Plate Supplier	For supplying, installing and repairing all kinds of sign board/name plate/artwork/banner etc.
12	Motor Workshop	For repairing/maintaining bank's motor vehicles and supplying of spare parts.
13	Courier Service	For delivery of parcels and documents of the bank.
14	Event Management Firm	For arrangement of different events of the bank.
15	Media & Publicity Management Firm	For media coverage of various programs of our bank and designing of various publicity material.
16	Liveries Supplier	For supplying of liveries (shirt, pant, shoes, shocks belt etc.)
17	Repairing/Maintenance of Machinery /Furniture & Fixture	For repairing/maintenance of bank's Machinery/Furniture& fixture.
18	Generator Supplier	For supplying, installing and repairing of Generator.
19	Gift item/Promotional Item	For supplying/procurement of gift item/promotional item.
20	Gun supplier	For supplying and repairing of Gun.
21	Radio Link Tower	For supplying, installing and repairing radio link tower.

- The participating company in all categories must have enlisted with BASIC Bank for a tenure of one year from July 01, 2025 to June 30, 2026.
- The participating company in all categories must have previous good record of successful completion of work, good behavior, good communication skill and good response with in BASIC Bank Limited during enlistment period.
- The participating company is required to pay a non-refundable renewal fee of Taka 2,000.00 (Two Thousand) with 15% VAT in cash for category based enlistment with the Bank.
- The participating company must have deposit renewal fee to Common Services Division (Sena Kalyan Bhaban - 5th floor, 195 Motijheel C/A, Dhaka) of BASIC Bank Limited from June 24, 2025 between 11:00 A.M. and 04:00 P.M. of all working days No fees will be accepted after 02:00 P.M. of July 15, 2025.
- The renewal applying along with money receipt as proof of deposit of renewal fee 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 20, 2025.
- The name of the category and the items applied for renewal of enlistment must be mentioned at the top of the envelope and also the application.
- Photocopies of following documents have to be submitted with the bid documents:
 - Valid trade license.
 - BIN
 - TIN certificate
- The renewal of enlistment of any company does not ensure its receiving any work order for any particular work. Work orders (upon availability) in all categories will be awarded to the enlisted companies by following "Public Procurement Act, 2006, Public Procurement Ruls, 2008" and "Dedicated Financial Power-2021" of the Bank.
- The Bank authority reserves the right to cancel the enlistment of any company at any time within one year without assigning any reason.
- The Bank authority reserves the right to accept/reject all or any application for renewal of enlistment without assigning any reason.

Deputy General Manager
Common Services Division