

size : 3c x 7.5 inc



## NOTICE FOR ENLISTMENT

Sealed Applications in prescribed form are hereby invited from the bona fide and reputed Contractors/Architectural & Interior decoration Firms/Suppliers; Repair, Servicing/Maintenance firms; Printers; Vehicle workshops owners etc. for enlistment in the following categories of supplies/works with NRB Bank Limited, Head Office, Dhaka for a period from 2023 to 2025:

### Category Particulars

- A Table/Office Stationery, Toiletries, Canteen & Cleaning Items etc.
- B Printing of Forms, Registers, Account Opening Forms, Deposit Books, Loan Booklets, Brochures, DPS Form, Envelopes, Different types of Registers and Charge Documents etc.
- C Security Printing: MICR Cheque Books, Plastic Cards (Debit, Credit, NFC, Contactless)
- D IT Equipment/Accessories (Details in Schedule)
- E Electrical/Electronic/Electro-Mechanical Items/Office Equipment and Consumables (Details in Schedule)
- F Vehicles: Repair, Replacement, Maintenance, Fuel, Oil, Tyres, Tube, Spares, Lubricants etc.
- G Interior Décor Fit-Out Works, Furniture and Fixture, Seating, Repair, Replacement & Consultancy
- H Steel Furniture, Iron Safe, Locker, Strong Room Door, Fire Exit Door etc.
- I Pena Flex Sign Board, Bell Sign, Neon Sign Board, Decorative Sign etc.
- J Security Service/Guard
- K Courier Service
- L Miscellaneous: Which do not fall under any of the above categories

### Interested firms having the following are eligible for purchasing enlistment schedule:

1. Trade License, VAT and Tax Certificate
2. Working Experience of minimum 02 (two) years in relative field
3. Working Experience in other Organization(s)
4. Bank Solvency Certificate

Interested firms may collect enlistment schedule of each category from the office of the undersigned against payment of Tk. 500.00 only (nonrefundable) in form of Payment Order favoring NRB Bank Limited by 3:00 pm on any working day from 16.10.2022 to 24.10.2022 subject to showing of the above documents.

The collected schedules shall have to be submitted to the office of the undersigned on or before 03.11.2022 within 3:00 pm along with an application for enlistment and enlistment fee, in the form of 'Pay Order' (as stated in individual schedule) in company letter head pad in sealed envelope positively. NRB Bank Limited reserves the right to accept or reject any or all enlistment schedule in full or part with or without assigning any reason whatsoever.

Uday Sanz, Block- SE (A), Plot # 2/B, Road # 134,  
South Avenue, Gulshan-1, Dhaka,  
IP: +8809666456382, +8809666456321  
<http://www.nrbbankbd.com/>

The Head of  
Facilities Management Division  
NRB Bank, Corporate Head Office

24 HOURS CALL CENTER



**16568**

[www.nrbbankbd.com](http://www.nrbbankbd.com)  
[www.facebook.com/nrbbankbd](https://www.facebook.com/nrbbankbd)