



**Social Islami Bank PLC**  
**Logistic Support Division**

Head Office, City Centre  
 90/1, Motijheel C/A, Dhaka-1000  
 Web: [www.siblb.com](http://www.siblb.com); email: [chspd@sibl-bd.com](mailto:chspd@sibl-bd.com)

**INVITATION FOR TENDER**

**Supply, Installation, Testing, Training and Commissioning of Human Resource Management Software (HRMS)**

Tender Ref. SIBL/HO/LSD/2025/131  
 Date: 17/02/2025

Publish Date	17/02/2025
Registration Close Date	11.03.2025
Submission date	12.03.2025

**Section A: General Information**

1	Name of the Bank	Social Islami Bank PLC					
2	Procuring Entity Name	Logistic Support Division					
3	Invitation of tender for	<b>Sealed tenders are hereby invited FOR Supply, Installation, Testing, Training and Commissioning of Human Resource Management Software (HRMS)</b> from the eligible and enrolled/ registered vendors/ suppliers/ distributors/ local agents					
4	Invitation for Quotation Ref. & Date	SIBL/HO/LSD/2025/131 date:17/02/2025					
5	Procurement Method	Open Tendering Method					
6	Source of Fund	Social Islami Bank PLC					
7	Tender Security (conditionally refundable)	Tk. 500,000 (Taka five lac only) The tender security shall be deposited in the form of Payment Order (conditionally <b>refundable</b> either partly or in full) favoring "Social Islami Bank PLC".					
8	Registration of bidders & price of Tender Document:	The interested eligible bidders have to enroll their name by submitting a prayer along with a non-refundable registration/enrollment fee Tk. 2,000.00 (Taka two thousand) only in the form of "Payment Order" in favor of "Social Islami Bank PLC" before submission of tender. Tender documents will be sold physically. The bidder have to collect this tender documents and place them on their own letterhead to submit their bid.					
9	Important Tender Process Dates & Times	Tender Process	Registration		Submission		Opening (Technical & Financial offer should submit in two separate sealed envelope. On Tender submission day Technical Offer will be opened only)
			Start	End	Start	End	
		Date	17/02/2025	11.03.2025	12.03.2025	12.03.2025	
	Time	10.00 am	5.00 pm	10.00 am	3:00 pm	3:30 pm	
10	Tender Validity	12 months from the date of submission.					
11	Quantity	As per technical Specifications.					
12	Place of opening tender documents	Social Islami Bank Limited, Level-29, City Centre, 90/1, Motijheel C/A, Dhaka-1000					
13	Composition of bid Price	The price shall be inclusive of applicable VAT and Taxes.					
14	Delivery Address	ICT Division of the bank.					
15	Mode of payment	The bill payment process may take a cycle of 45 to 60 days. The process includes the time of collecting clearances from the end users.					
16	Performance Security	The successful bidder to whom supply order might be issued shall have to submit performance security at the rate of 10% (ten percent) of the entire order amount in the form of Bank Guarantee for a period of 12 months from the challan date of last batch or 18 months from the 1 <sup>st</sup> challan date which comes later. Otherwise, the					

		performance security money shall be kept from the bills payable against the supply of the order.
17	Submission of bidders qualifications/ eligibility and oath of bidder (Section B)	The interested registered bidder shall copy the "bidders' qualification" form (Section B) from the webpage and place them on their own letterhead write their qualifications and individual information in the designated fields and submit the form along with the supporting documents as proof of the provided information and the <b>tender security</b> as specified in serial No. 7 hereinabove in a separate sealed envelope with proper labeling mentioning- "Bidder's Eligibility/Qualifications-CRM, Name of the bidder & Registration No. All papers and information shall be signed and authenticated by the bidder.
18	Submission of Technical Specifications (Section C)	The interested registered bidder shall copy the Asked Technical Specifications form (Section C) from the webpage and place them on their own letterhead write their own specifications and part numbers in the designated fields and submit the document along with the supporting original brochure, detail color picture in a separate sealed envelope with proper labeling mentioning- "Technical Specifications-HRM", Name of the bidder & Registration No. All papers and information shall be signed and authenticated by the bidder.
19	Submission of Financial Offer (Section D)	The interested registered bidder shall write the Financial Offer form from the webpage and place them on their own letterhead and write their price offer for Price Section in the designated field(s) and submit the document in a separate sealed envelope with proper labeling mentioning- "Financial Offer-HRM", Name of the bidder & Registration No. All papers and information shall be signed and authenticated by the bidder.
20	Name and address of the Office for receiving tender(s)	Vice President and Head Logistic Support Division Social Islami Bank Limited Level-29, City Centre, 90/1, Motijheel C/A, Dhaka-1000
21	Address of Official Inviting Tender	Do.
22	Contact Details	Telephone No. 09612001122- Ext: 50291 & 50293, email: chspd@sibl-bd.com
23	Special Instruction	The Bank Authority reserves the right to - <ol style="list-style-type: none"> <li>1. Explain or clarify the terms of this tender notice in its own way,</li> <li>2. Bring necessary changes in the notice</li> <li>3. Increase or decrease the tender quantity</li> <li>4. Reject the lowest,</li> <li>5. Reject any or all bids,</li> <li>6. Select any bidder deems fit and proper by them</li> </ol> The bank authority can perform all the above things without assigning any reason. The bidder/supplier shall have no right to challenge the decision of the Bank Authority in any court of law or to any arbitrator.

**Executive Vice President and Head**

Logistic Support Division

Phone- 09612001122- Ext-50293, 50301

E-mail address: chspd@sibl-bd.com