

Ref: MMBL/HO/CSD/RFQ/2020/May 01

May 18, 2020

RFQ for **Print Management Solutions” (Printing, Photocopying & Scanning)** of MMBL Head office.

**Dear Sir:**

Modhumoti Bank Limited wants to procure **“Print Management Solutions”** (Printing, Photocopying & Scanning) from reputed service provider.

In this connection we would request you to submit your financial and technical offer as per MMBL below requirements.

Before selection any vendor we may ask free trail for 7 to 15 days as per Bank requirements.

**Quotation Format Option-1**

Company Name	Specification	Unit Price (Consulted) for Printing (Without Paper)	Unit Price (Consulted) for Photocopy (Without Paper)	Unit Price (Consulted) for Scanning
XYZ	<b>Outsourcing of Printing Management Solutions (Printing, Photocopying &amp; Scanning with vendors provided Hardware &amp; System but paper will be delivered by MMBL.</b>	Tk. 000	Tk. 000	Tk. 000

**Quotation Format Option-2**

Company Name	Specification	Unit Price (Consulted) for Printing (With Paper)	Unit Price (Consulted) for Photocopy (With Paper)	Unit Price (Consulted) for Scanning
XYZ	<b>Outsourcing of Printing Management Solutions (Printing, Photocopying &amp; Scanning with vendors provided Hardware &amp; System but paper will NOT be delivered by MMBL.</b>	Tk. 000	Tk. 000	Tk. 000

**General Terms and Conditions:**

1. Purchaser’s Right: The Purchaser reserves the right to accept/ cancel/ reject any or all offer without assigning any reason. The Purchaser is not obliged to purchase the lowest offer or any offer at all. The Purchaser reserves the right to

share the Bidder's response to this RFQ with its advisors and Purchaser Business Units. Purchaser reserves the right to: conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations.

2. Bid Submission/ Closing Date: The Quotation shall be mail to the below mentioned address: **Chairman Purchase Committee**, CSD Division Level-7, Modhumoti Bank Limited, Gulshan, Dhaka by **12:00 PM (Bangladesh Standard Time) 7<sup>th</sup>, June 2020**. The Purchaser reserves the right to reject any Quotation submitted after the Closing Date. The Purchaser reserves the right to change the Time schedule at any time.

3. Required Content of the Quotation: Quotation must be submitted as per prescribed form as instructed below:

- i. Proposal must be addressed for "Chairman Purchase Committee" of Modhumoti Bank Limited.
- ii. Complete proposal/offer must be signed with date by the authorized representative of the company.

4. Quotation Validity: The Quotation shall be valid for 1 year (360) calendar days from the Quotation submission/ closing date.

5. Manipulation or any kind of unusual approach or failure to submit the proposal/offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.

### **Commercial Terms and Conditions:**

1. Price: The quoted price should include applicable VAT. The rate of VAT should be mentioned in the quotation.

2. Delivery Place: Dhaka, Bangladesh.

3. Payment Terms: Payment will be made after Final Acceptance (FAC will be given after successful delivery) & upon submission of the bill with work order & original challan which is duly signed by authorized personnel (Name & Seal, if available). Payment will be made through Bank Account only.

4. Price Submission: The bidder shall have to submit the price in the letter head pad.

5. The Bidder shall have to submit their proposal as per the format attached with the RFQ. Any proposal not following the format will be considered as disqualify and will not consider for evaluation.

With kind regards,

**S.M.Shahin Iqbal | AVP, Head of CSD | Head Office |**

Modhumoti Bank Limited, Head Office, 94, Khandkar Tower (Level-7),  
Gulshan Avenue, Gulshan, Dhaka

**Mobile:** +880171407777; **IP:** 3131

**Email:** [smsahin.iqbal@modhumotibankltd.com](mailto:smsahin.iqbal@modhumotibankltd.com)