

Modhumoti Bank Limited

Common Services Division

MMBL/CSD/PAF/Y2020/June-13/001

Date: 13.06.2020

Subject: RFQ for Local/ Domestic Courier Services from Head Office, Gulshan, Dhaka to all over Bangladesh.

Category	Content	Method	Service From	Delivery time	Unit Price												
					In Side Dhaka	OutSide Dhaka											
Documents – General	A/C Statement	Envelop	Gulshan Head Office, Dhaka/ Vendors Office/ Customers Office														
	Cards Statement																
	Daily Documents																
	Half yearly Report																
	Annual reports, etc.																
Instruments – Confidential	Credit cards	Envelop						Gulshan Head Office, Dhaka/ Vendors Office/ Customers Office									
	Debit cards																
	PIN of cards																
	Remittance-Foreign draft																
	Clearing Cheque collection																
	Return Cheque delivery																
	Security documents																
	Cards Acquiring documents																
	Cheque book																
	Welcome pack																
	Dividend																
	Shanchaya patra																
	FDR																
	Reward voucher																
	Pay order, etc																
ID Card																	
Parcel – General	Printing Items	Weight (Kg)											Gulshan Head Office, Dhaka/ Vendors Office/ Customers Office				
		1st kg.															
	from 2nd kg.																
	Annual Report	1st kg.															
		from 2nd kg.															
	Cheque book	1st kg.															
		from 2nd kg.															
	Welcome Packet	1st kg.															
		from 2nd kg.															
	Loan File, etc	1st kg.															
		from 2nd kg.															
	Wall Calender	1st kg.															
		from 2nd kg.															
	Desk Calender	1st kg.															
		from 2nd kg.															
Wall Clock	1st kg.																
	from 2nd kg.																
Uniform	1st kg.																
	from 2nd kg.																
Umbrella	1st kg.																
	from 2nd kg.																
Parcel – Equipment	Computer	Pc	Gulshan Head Office, Dhaka/ Vendors Office/ Customers Office														
	Monitor																
	PABX																
	IPS																
	UPS																
	Printer																
	Printer Toner																
	Photocopier																
	Scanner																
	Switch (IT)																
	IT Rack																
	Mobile Set																
	ATM Journal Paper																
	ATM Receipt Paper																
	TV																
Router																	
Parcel – Gift & Other	All gift item	Weight (Kg)						Gulshan Head Office, Dhaka/ Vendors Office/ Customers Office									
		1st kg.															
	from 2nd kg.																
	Fragile	1st kg.															
		from 2nd kg.															
	Broken Item	1st kg.															
		from 2nd kg.															
	Dummy Cheque	1st kg.															
from 2nd kg.																	
Banner, etc.	1st kg.																
	from 2nd kg.																
Urgent Delivery Services (Bike/vehicle)	Documents/ Parcel	No's															

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) **21, 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: Anywhere in 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.

Thanks & Regards

SM Shahin Iqbal
AVP & Head of CSD.
Cell-01 714097777