

MMBL/CSD/RFQ/Y20/June-08-01

Dear Sir:

We are pleased to request you to submit your quotation as per, the terms and conditions which is mentioned below:

Your mailing subject should be ‘**Printer Toner & Photocopier Toner**’ for **Modhumoti Bank Limited - MMBL/CSD/RFQ/Y20/June-08-01** for participating in tender otherwise your offer will be rejected.

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 submitted in Modhumoti Bank Limited, in Common Service Division by 12:00 PM (Bangladesh Standard Time) June 14, 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 and Structure 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. The bidder shall not submit any soft copy of the Commercial Offer (on the Company Letterhead of the bidder) only submitted through sealed envelope.

The subject of the e-mail containing ‘**Printer Toner & Photocopier Toner**’, Ref No: **MMBL/CSD/RFQ/Y20/June-08-01**’ respectively.

5. **Quotation Validity:** The Quotation shall be valid for **365 days (01 year)** calendar days from the Quotation submission/ closing date.
6. 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. Work Completion Timeline: Delivery lead-time must be mentioned in the offer
4. Stock Availability: Stock availability must be mentioned in the offer if available.
5. Warranty: N/A .
6. Payment Terms: Payment will be made after Final Acceptance (FAC will be given after successful delivery and installation as per scope) & upon submission of the bill with work order & original challan which is duly signed by authorized personnel (IT Person's Sign, Name and PIN & Seal, if available). Payment will be made through Bank Account only.
7. 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 With Best 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

Ref: MMBL/CSD/RFQ/Y20/June-08-01

Date:

To
The DMD & Chairman,
Purchase Committee,
Modhumoti Bank Limited
Head office, Khandker Tower, Gulshan Avenue, Dhaka.

Subject: Request for Proposal (RFQ) for Printer Toner & Photocopier Toner Cartridge to Head Office, Modhumoti Bank Limited for 12 Months/01 Year.

Dear Sir,

Details as follows:

SI No.	Type	Specification	Qty	Quotation Validity	Rate	Amount (Including VAT)
01	Printer	HP Laser Jet Pro 400 401DN/80A	01 Pcs	12 Months / 01 Year		
02		HP Laser Jet Pro 400 402 DN/26A	01 Pcs			
03		HP Laser Jet Pro M 102a/17A	01 Pcs			
04		HP Laser Jet Pro 400 404 DN/76A	01 Pcs			
05		Samsung M2020	01 Pcs			
06		Color Printer – Epson L130	01 Pcs			
07	Photocopier	Toshiba e-studio 2303A	01 Pcs			
08		Toshiba e-studio 2523A	01 Pcs			
09		Ricoh MP 4055	01 Pcs			
10		Ricoh IR 14	01 Pcs			
Grand Total =						

Thanking You –

Name with Signature:

Designation:

Company Name:

Company Address:

Cell Number with mail Address: