



Enlistment Notice

Enlistment Notice for Vendors for "CapEx, OpEx & Service" Procurement of Modhumoti Bank Limited, Dhaka.

Modhumoti Bank Limited Invited all potential vendors who are supplying best products and services in the country or abroad. As you know that we are more intense about compliance and quality product before procuring for Bank. All interested vendors are requested to communicate with Common Services Division, Head office, Modhumoti Bank Limited.

Others terms and conditions are available at web site (www.modhumotibankltd.com)

Head of Common Services Division (CSD)
Contact Number: +8801714097777

Vendor Enlistment Areas:

SI	Type of Procurement	Nature
01	Interior Works & Repair maintenance works- <ul style="list-style-type: none"> ▪ Branch ▪ Head Office ▪ Collection Booth ▪ Sub-Branch ▪ ATM ▪ Others 	CAPEX
02	Security System: <ul style="list-style-type: none"> ▪ CCTV, Access Control, Fire & Burglary Alarm System, Seismic Detector. ▪ Fire Extinguisher 	CAPEX
03	Office Furniture: Wooden & Metal	CAPEX
04	Office Equipment's: <ul style="list-style-type: none"> ▪ Photocopier ▪ PABX ▪ IP Phone ▪ Online UPS ▪ Money Counting Machine ▪ Rate Display Board 	CAPEX
05	Generator: <ul style="list-style-type: none"> ▪ 20 KVA ▪ 30 KVA ▪ 100 KVA 	CAPEX
06	AC (General, LG, Panasonic, Sony): <ul style="list-style-type: none"> ▪ VRF ▪ Others 	CAPEX
07	Repair Maintenance: <ul style="list-style-type: none"> ▪ AC, ▪ Generator ▪ Furniture ▪ Network ▪ Others 	CAPEX & OPEX
08	Office Stationary Suppliers: <ul style="list-style-type: none"> ▪ Paper ▪ Tonner ▪ Stationary 	OPEX
09	Security Printing: <ul style="list-style-type: none"> ▪ Cheque Leaves ▪ Pay Oder and others Certificate 	OPEX

	<ul style="list-style-type: none"> ▪ ATM Journal ▪ Receipt Paper Roll ▪ PIN Mailer 	
10	Printing & Security Items	OPEX
11	Promotion & Gift Items	OPEX
12	Signage & Branding	OPEX
13	Out Sourcing Service: <ul style="list-style-type: none"> ▪ Cleaning Service ▪ Courier Service ▪ Driver Service ▪ Electrician Service ▪ Store & Achieve Management ▪ Contact Point Verification (CPV). ▪ Courier Service ▪ Printing Solution 	OPEX
14	Branding & Advertising Agency	OPEX
15	IT Equipment : <ul style="list-style-type: none"> ▪ PC, ▪ Server, ▪ Router etc. 	CAPEX

General Terms & Conditions:

01. Company profile is mandatory have to submit Head Office of **Modhumoti Bank Limited** as per required formate (Avaible in MMBL web site).
02. All documents have to be dropped addressing "**Chairman Purchase Committee**"in the tender box kept at Common Services Division (Level-7 & 8) 94 Gulshan Avenue, Dhaka-1212 of Modhumoti Bank Limited on Septem 15, 2020 by 3:00 PM.
03. Bank can change terms and conditions at any point of time.
04. No alternation/ammenment is accepted after submission of the profile documents.
05. Bank can refuse any company or ask for explanation for further interst from the competent authority.
06. Before final selection, no chagre or fees will be imposed from the intersted participated vendors.
07. All papers (Company profile, Trade Lience, VAT Registration, TIN Certificate, expericiency certificate & Bank Solvency, should be submit with the time line.

SUPPLIER ENLISTMENT FORM

A. GENERAL INFORMATION:

Business/Organization Name	: M/S
Nature of business & Constitution of Applicant:	<p>[USE √ MARKS]</p> <p> <input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Pvt. Ltd; <input type="checkbox"/> Manufacturer <input type="checkbox"/> Distributor <input type="checkbox"/> Dealer <input type="checkbox"/> Reseller of a reputed Brand Item </p> <p>Year of experience in the business:</p>
Owners' Name	<p>Owner 1: Full Name Contact Number</p> <p>Owner 2: Full Name Contact Number</p>
Present Address	<p>Business/Mailing Address : Vill/Street: P.O: District/City: Post Code: Telephone: Fax: E-Mail: No. of years/months in the present address:</p>
Permanent Address:	<p>Business/Mailing Address : Vill/Street: P.O: District/City: Post Code: Telephone: Fax: E-Mail:</p>
Key contact person	<p>Full Name: Designation : Contract No :</p>
Information on Debarment:	<p>Have you ever been debarred by any Govt. agency [USE √ MARKS]</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>If yes, please state when and where.</p>

Part –B: LICENSING, BANKING & EXPERIENCE INFORMATION:

Trade License No	:	
TIN No	:	
VAT Registration No : Area Code	:	
Bank Information	:	
Bank name	:	
Branch name	:	
Account Number	:	
No Source of Financing Amount Available	:	
References of other companies worked with	:	
Authorized Dealer/Distributor certificate of the Manufacturer of the products.	:	
Attachment (tick appropriate one)	:	<p>A. 1 copy of PP size photograph of Proprietor/Managing Director.</p> <p>B. Nationality / Character Certificate of Proprietor/Managing Director from Local Government Institute.</p> <p>B. TIN Certificate (Photocopy)</p> <p>C. VAT Registration certificate (Photocopy)</p> <p>D. Affidavit/Article of Association of the Firm (as applicable) (Photocopy)</p> <p>E. Valid Trade License (Photocopy)</p> <p>F. Bank Solvency Certificate (Photocopy)</p> <p>G. Business Experience Certificate etc.</p> <p>H. Client List</p> <p>I. ISO/BSTI certificate of the products and/or of the company (Photocopy).</p> <p>J. Enlistment Certificate.</p>
Must have sufficient qualified personnel		

I/we do hereby declare that the information and data furnished above are true. I also declare that I will abide by all the guidelines relating to enlistment of Suppliers of Modhumoti Bank Limited.

 Full Name Signature & Date
 (With Official Seal)