

Date: 18.10.2020

To
DMD & Chairman
Purchase Committee
Modhumoti Bank Limited
Head office, DCCI Building, Motijheel, Dhaka.

Subject: Request for Proposal (RFP) for Stationary items to Head Office, Modhumoti Bank Limited for 01 Year (12 months).

Dear Sir,

Details are as below:

SI No.	Items with Brand	Unit	Unit Price
01	Anti-Cutter (Medium) Deli	Pc	
02	Bin (Plastic Jhuri) RFL	Pc	
03	Binder Clip-19mm	Box	
04	Binder Clip-25mm	Box	
05	Binder Clip-32mm	Box	
06	Calculator (Original Casio- MJ-120D, 12 Digit)	Pc	
07	Card Holder	Pc	
08	Eraser	Pc	
09	Scotch Tape (Big)	Pc	
10	Scotch Tape (Small)	Pc	
11	Fluid - Deli	Pc	
12	High Lighter (Yellow/Red) Faber Castel	Pc	
13	Jems Clip (Plastic)	Pc	
14	Magazine Open File Box	Pc	
15	Marker Pen (Black)	Pc	
16	Pen Stand-Small	Pc	
17	Pen Stand-Big (Executive)	Pc	
18	Pen Ball Point (Red) Matador	Pc	
19	Pen Ball Point (Blue) Matador	Pc	
20	Pen Ball Point (Black) Matador	Pc	
21	Pencil - Faber Castel	Pc	
22	Pin Remover - Deli	Pc	
23	Punching Machine-Small - Deli	Pc	
24	Management File-A4 (Plastic)	Pc	
25	Management File-Legal (Plastic)	Pc	
26	Ring File / Index File	Pc	
27	Steel Scale (12")	Pc	
28	Sharpener	Pc	
29	Stapler Small (45D)- Kangaroo	Pc	
30	Glue Steak - Faber Castel	Pc	
31	Scissor (Medium) - Deli	Pc	
32	Stapler Pin (24/6) - Deli	Pc	
33	Slip Pad Box (Plastic)	Pc	
34	Sticky Notes (0.6 x 2 Inches)	Packet	
35	Sticky Notes (2 x 3 Inches)	Packet	
36	Sheet Protector A4 Size (100 Sheet Packet)	Packet	
37	Sheet Protector Legal Size (100 Sheet Packet)	Packet	

Thanking You -

Name with Signature:

Designation:

Company Name:

Company Address:

Cell Number with mail Address:

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 7th Floor, Khandker Tower, 94 Gulshan Avenue, Dhaka by 12:00 PM (Bangladesh Standard Time) **October 22, 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.