

October 22, 2020

**Request for Quotation of Blanket for Prime Minister Relief Fund.**

Dear Sir:

Modhumoti Bank Limited invites financial proposals for Blanket Modhumoti Bank Limited mentioned in below from reputed Companies.

**Quotation format for Blanket:**

Item Name	Weight	Color	Measurement	Quality	Quantity	Price
Blanket	1200 (GM) Or more	Any Color (Expect white)	5' X 7'	Local/ Foreign	15,000	

**1. General Terms and Conditions:**

1. Price: The quoted price should including applicable VAT. The rate of VAT should be mentioned in the quotation.
2. Delivery Place: Prime ministers relief fund; Tejgaon, Dhaka.
3. Payment Terms: Payment will be made after Final Acceptance (FAC will be given after successful delivery challan received by the authority) & 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 the 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 following the above information.
6. 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 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.
7. Bid Submission/ Closing Date: The Quotation shall be mail to the below mentioned address: Chairman Purchase Committee, CSD Division 7<sup>th</sup> Floor, Modhumoti Bank Limited, 94, Khandker Tower, Gulshan Avenue, Gulshan, Dhaka by 12.00 PM (Bangladesh Standard Time) October 29, 2020. The purchaser reserves the right change the Time schedule at any time.
8. Required Content of the Quotation: Quotation must be submitted as per prescribed form as instructed below:
  - A. Proposal must be addressed for "**Chairman purchase Committee**" of Modhumoti Bank Limited.
  - B. Complete proposal / offer must be signed with date by the authorized representative of the company.
9. Quotation Validity: The Quotation shall be valid for 30 calendar days from the Quotation submission/ closing date.
10. 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.
11. Sample must be same as supplied blanket. If not same and not approved by prime ministers relief fund 5% penalty will be imposed.

## 2. Terms & Conditions:

- a. Quoted Price must include TAX & VAT and any kind of charges thereof.
- b. Quoted Price must include delivery, installation and commissioning charges.
- c. Delivery lead-time must be mentioned in the offer.
- d. Delivery, installation and commissioning are to be done at Bank's mentioned address (All over Bangladesh).
- e. In the event of supply of any items, which do not match with the required specification, quantity or sample's quality or is of substandard quality, the Bank reserves the right for outright rejection of the goods, and the supplier will have to take back those at their own cost and will replace with acceptable quality within 30 (thirty) days from the date of rejection.
- f. Product price shall remain valid for .... (Time frame as per procurements).
- g. Detail Technical Specifications along with country of origin must be mentioned in the offer and all the relevant documents including Catalog and Brochures must be attached with offer. If the Tenderer is an authorized dealer/distributor of the said product they will provide the document of dealership/distributorship of the Manufacturer.
- h. Following papers/documents must be sent with the proposal:
  - i. Valid Trade License
  - ii. Bank solvency certificate/documents (If applicable)
  - iii. VAT Registration certificate
  - iv. Up-to-date TIN certificate
  - v. Up-to-date copy of TAX payment receipt
  - vi. Client list with goodwill certificate (If available)
  - vii. Experience certificate (If available)
- i. Mode of Payment is to be mentioned in the offer. Modhumoti Bank Limited discourages advance payment if not necessary and encourages opening the LC with Modhumoti Bank Limited if possible.
- j. Successful bidder will have to deposit 3% of the total Work Order amount as Security Money within 3 days after receiving the Work Order (If applicable).
- k. Complete proposal/offer must be signed with date by the authorized representative of the company.
- l. Modhumoti Bank Limited reserves the right to accept or reject the Proposal/Offer without assigning any reasons thereof.

3. Please contact undersigned for any types of clarifications in regard to products/services/works related clarifications only.

4. 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.