

Ref: MMBL/CSD/RFQ/2020/0114

Subject: RFQ for Printing Items.

Dear Sir:

Modhumoti Bank Limited going to procure/ print Account Opening Form & Others item under below mentioned specification:

Product Specification:

Product description	Lot size	Unit price	Total amount
01. Account Opening Form – Individual/ Joint Size: 8.27" X 11.69" Paper: 100 GSM Offset Color: 04 Color (Both Side) Page: 04 Page (02 Leaves) Binding: Crease	20,000		
02. KYC & Risk Assessment Form – Individual/ Joint Size: 8.27" X 11.69" Paper: 100 GSM Offset Color: 04 Color (Both Side) Page: 02 Page (01 Leave)	20,000		
03. Account Opening Form – Non Individual Size: 8.27" X 11.69" Paper: 100 GSM Offset Color: 04 Color (Both Side) Page: 04 Page (02 Leaves) Binding: Crease	10,000		
04. KYC & Risk Assessment Form – Non Individual Size: 8.27" X 11.69" Paper: 100 GSM Offset Color: 04 Color (Both Side) Page: 02 Page (01 Leave)	10,000		
05. Account Opening Form – FDR/ Scheme Size: 8.27" X 11.69" Paper: 100 GSM Offset Color: 04 Color (Both Side) Page: 02 Page (01 Leave)	10,000		
06. Customer Information Form Size: 8.27" X 11.69" Paper: 100 GSM Offset Color: 04 Color (One Side) Page: 01 Page (01 Leave)	10,000		
07. Beneficial Owner Information Form Size: 8.27" X 11.69" Paper: 100 GSM Offset Color: 04 Color (One Side) Page: 01 Page (01 Leave)	2,000		
08. Nominee Assignment Form Size: 8.27" X 11.69" Paper: 100 GSM Offset Color: 04 Color (One Side) Page: 01 Page (01 Leave)	2,000		

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, Modhumoti Bank Limited, 94, Gulshan Avenue, Khandker Tower, Gulshan Dhaka, Dhaka by 12:00 PM (Bangladesh Standard Time) **December 17, 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.