

Dear Sir:

Greetings from Modhumoti Bank Limited!!

We are going to start Banking Operations including ATM Booth in two potential locations **(Kamrangirchar Dhaka and Bogura at Bogura Sadar)**. In this connection we request you to conduct site visit and submit your financial proposed (BOQ) along with floor layout plan as per MMBL Standard. For your better communication we have given site/premises location of two sites for new Braches including ATM Booth.

Detail of Branch information and contact persons are as under:

1. BOGURA BRANCH PREMISES:

Total Branch space : 2050 sft approx.(1650 +400) at the 1st floor
ATM Booth space : 70 sft. approx. (5'/14') front space of a shoe shop at the ground floor

Contact person: i) **Md. Sanowar Hossain, Cell. 01712566185**
ii) Md. Zaharul Islam, Cell. 01716948636

Address: Nurul Haque Tower
Borogola main road
Bogura.

2. KAMRANGIRCHAR BRANCH PREMISES:

Total Branch space : 1650 sft. approx.. at the 1st floor (in-front of IFIC Bank Sub Branch)
ATM Booth : 86 sft. approx.. at the ground floor of the market

Contact person: **Mostafizur Rahman Shiplu, Cell. 01677369825**

Address: Ayesha Shopping Mall
1200 Rosulpur
Kamrangirchar, Dhaka.

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, Khandaker Tower, 94, Gulshan Avenue, Dhaka** by 12:00 PM (Bangladesh Standard Time) **February 28, 2022**. 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:

- 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.

4. Quotation Validity: The Quotation shall be valid for 30 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:

- a. Price includes TAX & VAT and delivery any kind of charges thereof.
- b. Delivery is to be done with Coordination of CSD at MMBL Head Office, Gulshan Avenue, Dhaka.
- c. Project Delivery is to be made within 30 Days (inclusive of weekends/holidays) or as per Bank requirement.
- d. Penalty will be imposed and deducted from the bills at the rate of 1% of total Work Order/Purchase Order amount in case of delay in each day. Bank MUST be informed in written for any foreseeable delay due to uncontrolled situations prior to exceed the delivery lead time which may be considered by the Bank if situations justify such delay.
- 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 the time frame as mutually agreed upon by the Bank and the Supplier.
- f. In case of any technical or financial damage or any kind of damages thereof in regard to supplied goods/services/works or lives or properties either owned by the Bank or others during the time of delivery complete compensation is to be borne by your company and to be settled within 30 days.
- g. Mode of Payment will be as under:
 - As per MMBL Procurement Policy.
- h. Modhumoti Bank Limited reserves the right to cancel the RFQ/Work Order or Purchase Order at any time without assigning any reasons thereof. However, Bank will duly compensate for the delay rejection provided sufficient documents are provided against such compensation.

With Kind Regards,

Bahadur Miah

FAVP, CSD

Modhumoti Bank Limited

94, Khandaker Tower, Gulshan Avenue ,Dhaka

IP No: 4049

Cell No: 01717220441