

**Subject: RFQ for Different Cards Printing Items.**

**Dear Sir:**

Modhumoti Bank Limited invites financial proposals for **Modhumoti Cards Printing Items** mentioned in the RFP from reputed Companies

**Product Specification:**

SL	Product Name	Product Specification	Printing Qty.	Unit Price	Total Amount
01	Card Mailer	<b>Size:</b> 8.40" X 11.25" <b>Print:</b> 04 color, one side <b>Paper:</b> 120 GSM offset paper	7000 pcs		
02	Plastic Card Pouch	<b>Size:</b> 3.75" X 2.50" Plastic Cover, white flam 02 pocket	7000 pcs		
03	Window Envelop	<b>Size:</b> 10.25" X 5.5" <b>Print:</b> 04 color, one side printing with adhesive pasting <b>Paper:</b> 120 GSM offset paper	7000 pcs		
04	Credit Card Payment Slip	<b>Size:</b> 8.5" X 5.5" <b>Print:</b> 04 color, one side pad binding, 50 set in a pad, (3 page one set with auto carbon paper)	500 Books		
05	Window PIN Envelop	<b>Size:</b> 6.5" X 5.20" <b>Print:</b> 04 color, one side printing with Adhesive pasting <b>Paper:</b> 120 GSM Offset paper	3000 pcs		

**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, Level -07, Modhumoti Bank Limited, 94 Gulshan Avenue, Khandker Tower by 12:00 PM (Bangladesh Standard Time) March 20, 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 1 year (360) calendar days from the Quotation submission/ closing date.
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.
6. 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 & AIT**. The rate of VAT & AIT should be mentioned in the quotation.
2. Delivery Place: Head Office, Modhumoti Bank Limited, 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.

**S.M.Shahin Iqbal | AVP, Head of CSD | Head Office |**

Modhumoti Bank Limited, Head Office, 94, Khandkar Tower (Level-7),  
Gulshan Avenue, Gulshan, Dhaka