

Modhumoti Bank Limited

Common Services Division

MMBL/CSD/RFQ/2022/0017

Date:

Subject: RFQ for Local/ Domestic Courier Services from Head Office, Gulshan, Dhaka to all over Bangladesh.

Category	Content	Method	Service From	Delivery time	Unit Price	
					In Side Dhaka	OutSide Dhaka
Documents – General	A/C Statement	Envelop	Gulshan Head Office, Dhaka/ Vendors Office/ Customers Office			
	Cards Statement					
	Daily Documents					
	Half yearly Report					
	Annual reports, etc.					
Instruments – Confidential	Credit cards	Envelop				
	Debit cards					
	PIN of cards					
	Remittance–Foreign draft					
	Clearing Cheque collection					
	Return Cheque delivery					
	Security documents					
	Cards Acquiring documents					
	Cheque book					
	Welcome pack					
	Dividend					
	Shanchaya patra					
	FDR					
	Reward voucher					
	Pay order, etc					
ID Card						
Parcel – General		Weight (Kg)				
	Printing Items	1 st kg.				
		from 2nd kg.				
	Annual Report	1 st kg.				
		from 2nd kg.				
	Cheque book	1 st kg.				
		from 2nd kg.				
	Welcome Packet	1 st kg.				
		from 2nd kg.				
	Loan File, etc	1 st kg.				
		from 2nd kg.				
	Wall Calender	1 st kg.				
		from 2nd kg.				
	Desk Calender	1 st kg.				
		from 2nd kg.				
Wall Clock	1 st kg.					
	from 2nd kg.					
Uniform	1 st kg.					
	from 2nd kg.					
Umbrella	1 st kg.					
	from 2nd kg.					
Parcel – Equipment	Computer	Pc				
	Monitor					
	PABX					
	IPS					
	UPS					
	Printer					
	Printer Toner					
	Photocopier					
	Scanner					
	Switch (IT)					
	IT Rack					
	Mobile Set					
	ATM Journal Paper					
	ATM Receipt Paper					
	TV					
Router						
Parcel – Gift & Other		Weight (Kg)				
	All gift item	1 st kg.				
		from 2nd kg.				
	Fragile	1 st kg.				
		from 2nd kg.				
	Broken Item	1 st kg.				
		from 2nd kg.				
	Dummy Cheque	1 st kg.				
from 2nd kg.						
Banner, etc.	1 st kg.					
	from 2nd kg.					
Urgent Delivery Services (Bike/vehicle)	Documents/ Parcel	No's				

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-7, Modhumoti Bank Limited, Gulshan, Dhaka by 12:00 PM (Bangladesh Standard Time) **10, April, 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:
 - 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: Anywhere in 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.

Thanks & Regards

Bahadur Miah
FAVP & Incharge of CSD.