

MMBL/CSD/RFQ/2021/0048

Subject: Request for Quotation (RFQ) for Sub-Staff Uniform for Modhumoti Bank Limited.

Dear Sir,

Modhumoti Bank Limited wants to procure Sub-staff uniform from reputed companies. In this connection, we would request you to submit your financial and technical offer as per below mentioned requirements;

SL.	Category	Gender Male/Female	Detailed Feature Description	Quantity in pcs./pair	Unit Price (Fabric + Tailoring + Others)
01.	Full Sleeve Shirt with Modhumoti Bank Limited LOGO	Male	Colour – Sky Blue Fabric - Torrey	145 x 4 = 580	
02.	Pant (Trousers)	Male	Colour – Black Fabric - Kaizer	153 x 4 = 612	
03.	Full Sleeve Shirt with Modhumoti Bank Limited LOGO	Male	Colour – Light Cadet Blue Fabric - Torrey	8 x 4 = 32	
04.	Apron with Modhumoti Bank Limited LOGO	Female	Colour – Sky Blue Fabric - Torrey	2 x 4 = 8	
05.	Shoes (Lace free)	Male	Colour – Black Brand – to be mentioned by the bidder	153 x 2 = 306	
06.	Shoes (Lace free)	Female	Colour – Black Brand – to be mentioned by the bidder	2 x 2 = 4	
07.	Socks (Cotton)	Male & Female	Colour – Black Brand – to be mentioned by the bidder	155 x 4 = 620	

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. The quantity may increase/decrease as per the requirement of the Bank.
- e. Measurement will be collected centrally by the vendor.
- f. Delivery will be made through the Bank's nominated courier company.
- g. Design & Sample: As per the Banks's approved samples.
- h. 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.
- i. Product price shall remain valid for the next 2 (two) years from the date of submission.
- j. 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.
- k. Complete proposal/offer must be signed with date by the authorized representative of the company.
- l. Proposal must be addressed for "**Chairman Purchase Committee**" of Modhumoti Bank Limited.
- m. Proposal/Offer is to be submitted in sealed envelope, which will be dropped in the Tender Box kept at the Central Dispatch at Head Office address by 4:00 PM on 20th October, 2022 and be clearly marked "**Quotation for Sub-Staff Uniform for Modhumoti Bank Limited**" at the top of the envelope.
- n. Modhumoti Bank Limited reserves the right to accept or reject the Proposal/Offer without assigning any reasons thereof.
- o. 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.

Sincerely yours,

Shah Md. Humayun Kabir

VP & Head of Common Services Division

Modhumoti Bank Limited

Head Office, Khandker Tower (Level-7)

94 Gulshan Avenue, Dhaka-1212.