

Use Company Letter Head Pad

MMBL/CSD/RFQ/2022/0052

Date: 02/11/2022

To

The Chairman

Purchase Committee

Modhumoti Bank Limited

Head Office, 94, Gulshan Avenue,

Khandker Tower, Gulshan, Dhaka-1212.

Subject: Request for Quotation (RFQ) for Designing & Printing of Certificate & Envelop of Modhumoti Bank Limited.

Dear Sir,

Details as below:

SI No	Specification	Quantity	Unit Price	Total															
01	Celebration Certificate Paper: 300 GSM Emboss Card. Size : 8.25 inch x 11.75 inch Printing: One Side 4 Color Print.	700 Pcs																	
	<table border="1"><thead><tr><th>Particulars</th><th>Number</th></tr></thead><tbody><tr><td>Celebration Certificate for 10th Work Anniversary</td><td>100</td></tr><tr><td>Celebration Certificate for 9th Work Anniversary</td><td>26</td></tr><tr><td>Celebration Certificate for 8th Work Anniversary</td><td>74</td></tr><tr><td>Celebration Certificate for 7th Work Anniversary</td><td>78</td></tr><tr><td>Celebration Certificate for 6th Work Anniversary</td><td>62</td></tr><tr><td>Celebration Certificate for 5th Work Anniversary</td><td>360</td></tr></tbody></table>				Particulars	Number	Celebration Certificate for 10 th Work Anniversary	100	Celebration Certificate for 9 th Work Anniversary	26	Celebration Certificate for 8 th Work Anniversary	74	Celebration Certificate for 7 th Work Anniversary	78	Celebration Certificate for 6 th Work Anniversary	62	Celebration Certificate for 5 th Work Anniversary	360	
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Raw data will be provided by Bank, design will made by the vendor.	6 Design																		
02	Celebration Certificate Envelop Paper: 100 GSM Offset Paper Size: 9 X 12.5 Printing: One Side 4 Color Print, Window with Making.	1000 Pcs																	
	Raw data will be provided by Bank, design will made by the vendor.	1 Design																	
	Grand Total (including AIT / VAT)																		

Thanking You -

Name with Signature:

Designation:

Company Name:

Company Address:

Cell Number:

E- Mail:

Use Company Letter Head Pad

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 94, Khandker Tower, 7th Floor, Modhumoti Bank Limited, Gulshan, Dhaka by 12:00 PM (Bangladesh Standard Time) November 06, 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. 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: Gulshan Avenue, 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.

Thanks & regards

Shah Md. Humayun Kabir

VP & Head of CSD

Modhumoti Bank Limited

Head Office, Khandkar Tower (Level-7)

94 Gulshan Avenue, Gulshan, Dhaka