

Request for Quotation

November 8, 2022

Sub: Quotation for Payment Order (PO) of Modhumoti Bank Limited.

SL No.	Name of Items	Leaves	Qty. (Book)	Total Leaves	Base print price (per book)	MICR encoding per leaf	Text personalization per leaf	Total Amount (Per Book)
01	Pay Order Block	100 Lvs.(Per Book)	1000 Books	100000 Lvs.				

Specifications & Size

- Size of PO : (Counter foil: 2.5"+ Cheque Part: 7.5") X 3.5"
- Reverse Printing : One color back side/reverse printing
- Serial No : Two Parts Normal Numbering.
- Color : As per Banks' given color (7c X 1c excluding UV)
- Design : As per Banks' given design.
- Perforation : One vertical perforation.
- Front Cover : 180 Gsm Art Cards (4cX1C)
- Back Cover : 180 GSM Art card (1C X 4C)

SECURITY CHEQUE PAPER'S SPECIFICATION:

- 1) Chemically Sensitized Security Cheque Paper, CBS 1
- 2) Vendor's Own registered Watermarked 95gsm CBS - 1 Security Paper.
- 3) Weight of Cheque 95 gsm (+ - 5%).
- 4) Thickness of Cheque paper 110 mm (+ - 5%).

ADDITIONAL SECURITY FEATURES & SECURITY CONTROLS ON CHEQUE LEAFS:

- 1) Erasable Security Ink on the surface of the cheque leaves.
- 2) Erasable UV (Ultra Violet) Ink as per Banks' required area.
- 3) Micro Print Security Text.
- 4) Security Printing Design.
- 5) MICR Design Cheque.

** The price includes all costs, duty, VAT, TAX, and Improper related cost etc.

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, 94, Gulshan Avenue, Khandker Tower, Gulshan Dhaka, Dhaka by 12:00 PM (Bangladesh Standard Time) **November 10, 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: Gulshan, 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