

MMBL/CSD/Rfq/2022/0059

Date: 21.12.2022

Subject: Request for Quotation (RFQ) for Tea Bar/ Toiletries items to Head Office, Modhumoti Bank Limited for 01 Year (12 months).

Dear Sir:

Modhumoti Bank Limited going to procure below mentioned items:

Product Specification:

Sl	Items	Pack size	Market Price	Special Price for MMBL (Including VAT)	Remarks
1	Aerosol (Insect killer)				
2	Airfreshner				
3	Toilet Cleaner (Hericpic/Vanish)				
4	Liquid Antiseptic				
5	Soap (Small)				
6	Soap (Medium)				
7	Hand Wash Pump				
8	Hand Wash-Refill				
9	Floor Cleaner				
10	Glass Cleaner Spray				
11	Glass Cleaner-Refill				
12	Dish Wash Powder				
13	Dish Wash Liquid				
14	Dish Wash Bar				
15	Washing Powder (500 gm)				
16	Washing Powder (01 Kg)				
17	Toilet Freshener (Odonil)				

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 hardcopy submission to the below mentioned address: Chairman Purchase Committee, CSD Division Level-7, Modhumoti Bank Limited, Gulshan, Dhaka by 16:00 PM (Bangladesh Standard Time) **27 December, 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 (365) calendar days from the Quotation submission/ closing.
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 Pay order or MMBL 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 Common Services Division (CSD)

Modhumoti Bank Limited

Head Office, Khandker Tower (Lebel-7)

94 Gulshan Avenue, Dhaka-1212.