

**Subject: RFQ for Card PIN Mailer for Modhumoti Bank Limited**

Dear Sir,

Modhumoti Bank Limited invites financial proposals for **Card PIN Mailer** mentioned in the RFQ from reputed companies under below terms and conditions.

SL.	Description	Quantity in pcs.	Unit Price in BDT.	Total Price in BDT.
01	<ul style="list-style-type: none"> <li>• <b>Card PIN Mailer:</b></li> <li>• <b>Material: Pin Mailer</b></li> <li>• <b>Size:</b> 6.5" x 3.7" with (0.5" + 0.05") Sprocket with Perforation Products Features: 3 (Three Ply wood free paper with High</li> <li>• <b>Quality Carbonized CNF Ink Area Format:</b> In Continuous Format</li> <li>• <b>Color:</b> 4 (Four) colors on 2nd ply front, single color on rest ply Design: As per Bank's requirement</li> <li>• <b>Paper:</b> CB white 55 GSM - 1 ply CB white 80 GSM - 2nd ply CB white 80 GSM - 3rd ply</li> <li>• <b>Packing:</b> Shall be supplied in a 5 ply Corrugated Sheet Cartoon (Preferable Moisture Proof) as these items will preserved for at least one year.</li> </ul>	10,000		

**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, Common Services Division, Modhumoti Bank Limited, Level-7, 94 Gulshan Avenue, Gulshan, Dhaka-1212 by 16:00 PM on 16<sup>th</sup> March, 2023.** 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:
  - Proposal must be addressed for "Chairman Purchase Committee" of Modhumoti Bank Limited.
  - 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 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.
6. **Commercial Terms and Conditions:**
  - Price: The quoted price should include applicable VAT & AIT. The rate of VAT & AIT should be mentioned in the quotation.
  - 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/Pay Order only.
  - Price Submission: The bidder shall have to submit the price in the letter head pad.
  - 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.

With kind regards,

**Shah Md. Humayun Kabir**

VP &amp; Head of Common Services Division

Modhumoti Bank Limited

Head Office, 94 Gulshan Avenue, Dhaka-1212.