

REF. MMBL/HO/CSD/RFQ/2023/03/014
9th March, 2023
Subject: Request for Quotation (RFQ) for Cards Printing Items for Modhumoti Bank Limited.

Dear Sir,

Modhumoti Bank Limited invites financial proposals for Cards Printing Items mentioned in the RFQ from reputed companies under below terms and conditions.

| SL. | Product Name | Product Specification | Quantity | Unit Price | Total Amount |
|-----|------------------------------------|---|-----------|------------|--------------|
| 01 | Card Mailer | Size: 8.40" X 11.25" Print: 04 color, one side Paper: 120 GSM offset paper | 5,000 pcs | | |
| 02 | Credit Card Payment Slip | Size: 8.5" X 5.5" Print: 04 color, one side pad binding, 50 set in a pad, (3 page one set with auto carbon paper) | 300 Books | | |
| 03 | Window PIN Envelop (with adhesive) | Size: 6.5" X 5.20" Print: 04 color, one side printing with Adhesive pasting Paper: 120 GSM Offset paper | 2,000 pcs | | |
| 04 | Window Envelop (with adhesive) | Size: 10.25" X 5.5" Print: 04 color, one side printing with adhesive pasting Paper: 120 GSM offset paper | 5,000 pcs | | |
| 05 | Plastic Card Pouch | Size: 3.75" X 2.50" Plastic Cover, white flam 02 pocket | 5,000 pcs | | |

General Terms and Conditions:

- 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.
- Bid Submission address and Closing Date:** The Quotation shall be card-copy submission to the below mentioned address:
"Chairman Purchase Committee", Head Office, Modhumoti Bank Limited, 94 Gulshan Avenue, Khandkar Tower (Level # 07) by 16:00 PM on **March 16, 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.
- Required Content of the Quotation:** 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.
- The bidder shall have to submit the price in the letter head pad. Complete proposal/offer must be signed with date by the authorized representative of the company.
- Quotation Validity:** The Quotation shall be valid for 1 year (365 calendar days) from the Quotation submission date.
- Price:** The quoted price should include delivery and applicable VAT & TAX. The rate of VAT should be mentioned in the quotation.
- Delivery Place:** Dhaka, Bangladesh.
- 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.
- 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.

Thanking you,
Shah Md. Humayun Kabir

VP & Head of Common Services Division

Modhumoti Bank Limited

Head Office, 94 Gulshan Avenue, Dhaka-1212.