

Ref. MMBL/HO/CSD/RFQ/2024/01/004

Date: 28<sup>th</sup> January, 2024

**Subject: Request for Quotation (RFQ) for procuring of 01 unit Microbus ( 12 seated including Driver) for Modhumoti Bank Limited.**

Dear Sir

Modhumoti Bank Limited wants to procure 01 (one) Unit of Microbus from reputed companies. In this connection, we would request you to submit your financial and technical offer as per below requirements.

SL.	Required Specification		Qty.	Amount in BDT.
1	Brand	:	Toyota	01
2	Grade Model	:	Hiace	
3	Year of Model	:	2018/2019/2020	
4	Color	:	White/ Pearl/any light color	
5	Cubic Capacity (CC)	:	1800 CC & Higher	
6	Gear Type	:	Auto	
7	Fuel Type	:	Octane	
8	Seat Capacity	:	12 Seats	
9	Spare Wheel	:	Yes	
10	Delivery Lead Time	:	To be mentioned by the bidder	
11	Warranty	:	To be mentioned by the bidder	
12	VAT & AIT	:	Inclusive	

**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/ Closing Date:** The Quotation shall be submitted to the below mentioned address:
- Chairman Purchase Committee, Common Services Division (CSD), Modhumoti Bank Limited, Head Office, Khandker Tower (Level-7), 94 Gulshan Avenue, Dhaka-1212 by 16:00 p.m. on or before 5<sup>th</sup> February, 2024.** 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:** 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.
- Quotation Validity:** The Quotation shall be valid for 03 month (90 days) from the Quotation submission date.
- 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:**
  - Price:** The quoted price should include applicable VAT & Tax. The rate of VAT & Tax should be mentioned in the quotation. Import documents regarding payment of VAT & AIT of the microbus covering Bank's requirement as per rule MUST be submitted to the Bank.
  - 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 PO/Bank Account 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.

Thanking you.

**Shah Md. Humayun Kabir**  
**VP & Head of Common Services Division**  
 Modhumoti Bank Limited  
 Head Office, 94 Gulshan Avenue, Dhaka-1212.