

Ref: MMBL/HO/CSD/RFQ/2024/04/068
Subject: Request for Quotation (RFQ) of Unit Price Confirmation (UPC) for Cleaning Services at Head Offices and Branches of Modhumoti Bank PLC.

Modhumoti Bank PLC. wants to procure outsourced Cleaning Service for its Head Offices and Branches. In this connection we are requesting you to submit your financial price quotation as per below requirements.

SL.	Description	Unit Cost in Tk. (Per Cleaner)
1.	Scope of Work: <ul style="list-style-type: none"> Furniture Cleaning Service (Office Desk, Chair, Sofa and other Office Furniture) Floor Cleaning (Marble, Wooden and Tiles) Toilet Cleaning Service (Male & Female Toilet/Washroom including Urinal) Kitchen/Cafeteria/Lawn/Parking Cleaning Service. Disposal of trash and recycling materials. Deep Cleaning at every 3 (three) months (inclusive). 	
2.	Cleaning Materials: <ul style="list-style-type: none"> Furniture, Glass, Floor & Toilet Cleaning Materials (inclusive) Toilet Tissue, Liquid Hand Wash & Toilet Cleaner- Naphthalene/Vicsol/Harpic/Air-freshener (inclusive) 	
3.	Frequency of Work: Daily (8 am. to 5pm. approx)	
4.	Uniform and Others: <ul style="list-style-type: none"> All cleaners should wear cleaning company selected uniform & ID Card. All cleaners will be trained by the cleaning company. Cleaners shall be skilled & experienced. All cleaners shall be under supervision of the Cleaning Company. Verification of the cleaners shall be from competent authority. Cleaning Company shall provide Bio-data, Photograph, copy of NID/Birth Certificate etc. of the cleaning personnel. Age limit from 18 to 30 years. Cleaners' salary, festival bonus & entry pass will be borne by the Cleaning Company. 	
5.	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. 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 mail to the below mentioned address: Chairman, Purchase Committee, Common Services Division, Modhumoti Bank PLC., Head Office, Khandker Tower (Level-7), 94 Gulshan Avenue, Dhaka-1212 by **16:00 p.m. 16th May, 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 PLC..
 - 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 from the Quotation submission/closing 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 Delivery throughout the country, applicable Tax & VAT. The rate of Tax & VAT 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 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 & Head of Common Services Division
 Modhumoti Bank PLC. Head Office, Dhaka.