

Subject: Request for Quotation (RFQ) for Unit Price Confirmation (UPC) for Note Binding Machine and Note Binding Tape (Polymer Coated Paper Tape) for Modhumoti Bank PLC.
Dear Sir,

Modhumoti Bank PLC. wants to procure **Note Binding Machine** and **Note Binding Tape** from reputed companies. In this connection, we would request you to submit your technical and financial offer as per below requirements.

A. Note Binding Machine Particulars			Unit Price (Tk.)
Brand	:	To be mentioned by bidder	
Model	:	To be mentioned by bidder	
Year of Manufacturer	:	To be mentioned by bidder	
Origin	:	To be mentioned by bidder	
Assembled	:	To be mentioned by bidder	
Paper Tape Width	:	25/30 mm/Sec. (± 30 mm/sec)	
Reading Speed	:	Minimum 1.2 sec/sheet	
Dimension	:	To be mentioned by bidder	
Power supply	:	To be mentioned by bidder	
Weight	:	To be mentioned by bidder	
Warranty	:	Minimum 1 (one) year	
Vat & Tax	:	Inclusive	
Delivery Charge (anywhere in BD)	:	Inclusive	
B. Note Binding Tape (Polymer Coated Paper Tape-China)			Unit Price (Tk.)
Polymer Coated Paper Tape with Bank Name and Logo (25 mm)	:	To be mentioned by bidder	
Polymer Coated Paper Tape with Bank Name and Logo (30 mm)	:	To be mentioned by bidder	
Vat, Tax & Delivery	:	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 mail to the below mentioned address:
Chairman, Purchase Committee, Modhumoti Bank PLC. Head Office, Khandker Tower (Level-7 & 8) 94 Gulshan, Dhaka-1212 by 16:00 p.m. (Bangladesh Standard Time) 06-10-2024.
- 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 365calendar days 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 applicable VAT & Tax. The rate of 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.
 - 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.

Thanking you.

Shah Md. Humayun Kabir
 VP & Head of Common Services Division