

Ref. MMBPLC/HO/CSD/RFQ/2024/10/111

1st October, 2024

Subject: Request for Quotation (RFQ) for Cards Printing Items for Modhumoti Bank PLC.

Dear Sir,

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

SL.	Item(s) Name	Number of item(s) required	Unit Price in Tk.	Total Amount in Tk.
1	Card Mailer (for Credit & Pre-paid card)	5,000 pcs		
2	Card Window Envelope (for Credit & Pre-paid card)-10.25”X5.50”, Matt paper, Double adhesive	5,000 pcs		
3	Credit Card pouch (3.75” X 2.50”)	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 PLC., 94 Gulshan Avenue, Khandkar Tower (Level # 07) by 16:00 PM on **10th October, 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:** 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 PLC.
Head Office, 94 Gulshan Avenue, Dhaka-1212.