

Ref: MMBPLC/HO/CSD/RFQ/2024/10/122

Date: 30/10/2024

Dear Sir

Modhumoti Bank PLC. invites financial proposals for **Calendar (Wall & Desk) - 2025 of Modhumoti Bank PLC.** mentioned in the RFP from reputed Companies.

<b>Product Specification: 2025</b>					
<b>Wall Calendar</b>		<b>Desk Calendar</b>			
<b>Size</b>	:	22" X 17"	<b>Size</b>	:	8.5" X 6.5"
Paper-(GSM)	:	150	Paper-(GSM)	:	300
Paper Type	:	Glossy	Paper Type	:	Art Card
Number of Sheet	:	06 Sheet per calendar with 01(100 gsm cover page)	Number of Sheet	:	13 (12 months back to back print & 1 cover page)
<b>Top Sheet</b>	:	1	<b>Top Sheet</b>	:	1
Top Sheet Paper (GSM)	:	100			
Top Sheet Paper Type	:	Offset			
Color	:	4	Color	:	4
Binding	:	Ring	Binding	:	Ring
Support	:	Stand	Stand	:	Rexene (24 Ounce Boards)
Board	:	Pasting	Other Feathers	:	Matt & Spot Lamination
<b>Envelop</b>	:		<b>Envelop</b>	:	
Paper (GSM)	:	120	Paper (GSM)	:	120
Paper Type	:	Offset	Paper Type	:	Offset
Size	:	As per Calendar	Size	:	As per Calendar
Quantity	:	18,000 Pcs	Quantity	:	18,000 Pcs
Price (BDT.)	:		Price (BDT.)	:	
Total Cost (Including VAT)	:		Total Cost (Including VAT)	:	
Quotation Submission Date	:		Quotation Submission	:	
Computer Proof Date	:		Computer Proof	:	
Press Proof Date	:		Press Proof	:	
Delivery (Full)	:		Sample Proof	:	

**General Terms and Conditions:**

1. **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.
2. **Bid Submission/ Closing Date:** The Quotation shall be mail to the below mentioned address: Chairman Purchase Committee, Common Services Division (CSD), 7th Floor, Modhumoti Bank PLC., Khandker Tower, 94, Gulshan Avenue, Dhaka-1212 by 12:00 PM (Bangladesh Standard Time) **4<sup>th</sup> November, 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.
3. **Required Content of the Quotation:** Quotation must be submitted as per prescribed form as instructed below:
  - a) Proposal must be addressed for "**Chairman Purchase Committee**" of Modhumoti Bank PLC.
  - b) Complete proposal/offer must be signed with date by the authorized representative of the company.
4. **Quotation Validity:** The Quotation shall be valid for 30 calendar days from the Quotation submission/ closing date.
5. Quantity may be increased as per Bank's requirement during providing the work order.

6. Content/ Image of the Calendar will be provided by the Bank.
7. 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:**

- a. Price includes VAT, Tax & delivery and any kind of charges thereof.
- b. Delivery is to be done with coordination of CSD at Head Office of Modhumoti Bank PLC. Gulshan Avenue, Dhaka-1212.
- c. Delivery is to be made within 15 Days from the date of work order (inclusive of weekends/holidays) or as per Bank requirement.
- d. Penalty will be imposed and deducted from the bills at the rate of 1% of total Work Order/Purchase Order amount in case of delay. Bank MUST be informed in written for any foreseeable delay due to uncontrolled situations prior to exceed the delivery lead time which may be considered by the Bank if situations justify such delay.
- e. In the event of supply of any items, which do not match with the required specification, quantity or sample’s quality or is of substandard quality, the Bank reserves the right for outright rejection of the goods, and the supplier will have to take back those at their own cost and will replace with acceptable quality within the time frame as mutually agreed upon by the Bank and the Supplier.
- f. In case of any technical or financial damage or any kind of damages thereof in regard to supplied goods/services/works or lives or properties either owned by the Bank or others during the time of delivery complete compensation is to be borne by your company and to be settled within 30 days.
- g. Mode of Payment will be as under:
- h. After completion & delivery of the jobs: 100%
- i. Modhumoti Bank PLC. reserves the right to cancel the Work Order or Purchase Order at any time without assigning any reasons thereof. However, Bank will duly compensate for the delay rejection provided sufficient documents are provided against such compensation.

Thanking you.

**Shah Md. Humayun Kabir**  
VP & Head of CSD  
Modhumoti Bank PLC.