

**22<sup>nd</sup> December, 2024**
**Ref: MMBPLC/HO/CSD/RFQ/2024/12/137**
**Subject: Request for Quotation (RFQ) for outsourcing of Tea-Boy and Office Peon services at Modhumoti Bank PLC.  
Head Office, Gulshan, Dhaka.**

Modhumoti Bank PLC. wants to outsource limited number of **Tea-Boy and Office Peon** Service for its Head Office (Board of Directors & MD'S Secretariat), Gulshan, Dhaka. In this connection we are requesting you to submit your financial price quotation as per below requirements.

SL.	Description	Unit Cost in Tk. (per month)
1.	<b>Scope of Work for Tea-Boy:</b> <ul style="list-style-type: none"> <li>• Should be young, energetic, punctual, smart &amp; polite having training &amp; experience in the related field.</li> <li>• Shall have a thorough knowledge of preparing quality tea/coffee and handling kitchen activities. Serving tea/coffee, food and beverage properly, cleaning table and providing fast &amp; excellent service by maintaining food safety. Sufficient experience in preparing the finest drinks such as Arabic Coffee, Nescafe, Cappuccino, Tea, Turkish Coffee in addition to any other request as needed.</li> <li>• Maintaining clean and healthy environment and abide by washing all kitchen utensils on a daily basis.</li> <li>• Clean and disinfect the kitchen surface, water heaters, cabinets, stove, doors and handles on a daily basis, in addition to weekly cleaning and disinfection of refrigerator.</li> <li>• Any other work as and when required.</li> </ul>	
2.	<b>Scope of Work for Office Peon:</b> <ul style="list-style-type: none"> <li>• Should be young, hardworking, proactive &amp; polite having training &amp; experience in the related field.</li> <li>• The role demands reliability, attention to details, interpersonal skill, time management and proactive attitude.</li> <li>• Responsible for maintain smooth office operation by preparing a variety of tasks like managing mail/dispatch, organizing files, assisting with clerical works and ensuring the work place is clean and tidy. Keeping office furniture clean &amp; tidy. Ensuring system/power is switched off, door, window, cabinet etc. are closed before leaving office.</li> <li>• Assist in organizing office supplies and equipment, deliver documents &amp; packages within office or external locations, support filing, photocopying, and other clerical tasks, assist in setting meeting room &amp; equipment.</li> <li>• Any other works/routine maintenance as and when required.</li> </ul>	
2.	<b>Dress Code:</b> White shirt and black pants, black shoes, socks & belt etc.	
3.	<b>Vat &amp; AIT (Inclusive)</b>	

**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:
3. Chairman Purchase Committee, Common Services Division (CSD), Level-7, Modhumoti Bank PLC., Head Office, Gulshan, Dhaka by **16:00 PM** (Bangladesh Standard Time) **29<sup>th</sup> December, 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.
4. 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.
5. Quotation Validity: The Quotation shall be valid for 1 year from the Quotation submission/ closing date.
6. 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.
7. Commercial Terms and Conditions:
  - Price: The quoted price should include applicable Tax & VAT. The rate of Tax & VAT should be mentioned in the quotation.
  - Payment Terms: Payment will be made monthly after submission of the bill. 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  
 Modhumoti Bank PLC. Head Office, Gulshan, Dhaka.