



## Request for Quotation (RFQ)

(Common Services Division)

Reference: MMBL/CSD/RFQ/2020/0113

Date: 4<sup>th</sup> December, 2020.

**Subject: Request for Quotation for establishing Data Center at Head office, Gulshan, Modhumoti Bank Limited, Dhaka.**

Dear Sir:

We would like to inform you that, we are going to establish DATA Center in Modhumoti Bank Limited, Head Office Gulshan. In this connection, we would request you to submit your Technical & Financial offer as per our Bill of Quantity (BOQ). We would prefer your physical site verification before submitting your proposal.

### 1. Terms & Conditions:

- a. Quoted Price must include TAX & VAT and any kind of charges thereof.
- b. Quoted Price must include delivery, installation and commissioning charges.
- c. Delivery lead-time must be mentioned in the offer.
- d. Delivery, installation and commissioning are to be done at Head office, Gulshan, Modhumoti Bank Limited, Dhaka.
- 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 30 (thirty) days from the date of rejection.
- f. Product price shall remain valid for 90 calendar days from the Quotation submission/ closing date.
- g. For Detail Technical Specifications, please visit Bank's web site ([www.modhumotibankltd.com](http://www.modhumotibankltd.com)). Detail Technical Specifications along with country of origin must be mentioned in the offer and all the relevant documents including Catalog and Brochures must be attached with offer. If the Tenderer is an authorized dealer/distributor of the said product they will provide the document of dealership/distributorship of the Manufacturer.
- h. Following papers/documents must be sent with the proposal:
  - Valid Trade License
  - Bank solvency certificate/documents (If applicable)
  - VAT Registration certificate
  - Up-to-date TIN certificate
  - Up-to-date copy of TAX payment receipt
  - Client list with goodwill certificate (If available)
  - Experience certificate (If available)
  - Tenderer must have experience in successfully supplying of similar goods and related services under minimum 1 (One) work order, with a minimum value of BDT. 1,00,00,000.00 (One) Crore within the last 3 (three) years in Bank/ Govt/NBFI. Satisfactory successful work compliance certificate should submit along with RFP document.

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- Mode of Payment:

- i) It will to be mentioned in the offer. Modhumoti Bank Limited discourages advance payment if not necessary and encourages opening the LC with Modhumoti Bank Limited if possible.
  - ii) 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.
- i. Successful bidder will have to deposit 3% of the total Work Order amount as Security Money within 3 days after receiving the Work Order (If applicable). However, the Bank may change/amend the terms & conditions if necessary.
  - j. Complete proposal/offer must be signed with date by the authorized representative of the company.
  - k. The Quotation shall be submitting (Sealed Condition) to the below mentioned address: **Chairman Purchase Committee**, CSD Division at Khandker Tower 7<sup>th</sup> Floor, 94 Gulshan Avenue, Dhaka-1212 by 4:00 PM (Bangladesh Standard Time) December 24, 2020.
  - l. Modhumoti Bank Limited reserves the right to accept or reject the Proposal/Offer without assigning any reasons thereof.

2. Please contact Mr. Md. Abdur Rahim Khan, AVP, ICT Division, MMBL Head Office (Phone: 02-9583808-9, PABX-4064, Mobile: 01712876460) for any types of clarifications and Technical Specifications in regard to products/services/works related clarifications only.

4. 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.

Sincerely yours;

  
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**Head of Common Services Division**  
Modhumoti Bank Limited

