**Ref: MMBL/CSD/RFQ/2022/0013**

**Subject: RFQ for Modhumoti Printing & Stationery Items.**

Dear Sir:

Modhumoti Bank Limited invites financial proposals for **Printing & Stationery Items** mentioned in the RFQ from reputed Companies

**Product Specification:**

(Attached File)

**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, CSD Division 7th Floor, Modhumoti Bank Limited, 94, Gulshan Avenue, Khandker Tower, Gulshan Dhaka, Dhaka by 12:00 PM (Bangladesh Standard Time) **March 30, 2022**. 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:
4. Proposal must be addressed for “Chairman Purchase Committee” of Modhumoti Bank Limited.
5. Complete proposal/offer must be signed with date by the authorized representative of the company.
6. Quotation Validity: The Quotation shall be valid for 1 year (360) calendar days from the Quotation submission/ closing date.
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:**

1. Price: The quoted price should **include applicable VAT.** The rate of VAT should be mentioned in the quotation.
2. Delivery Place: Dhaka, Bangladesh.
3. 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.
4. Price Submission: The bidder shall have to submit the price in the letter head pad.
5. 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.

**Modhumoti Bank Limited**

Common Services Division

Head Office, Dhaka

Page: 01

Request for Quotation (RFQ) of Charge Document

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl** | **Items** | **Description** | **Lot Size** | **Unit Price** | **Remarks** |
| 01 | Hypothecation of Goods | 8.25x13.5, 68 gsm Ledger , One color, One Side Print | 100 pad |  |  |
| 02 | Hypothecation of Debit & Assets | 8.25 x 13.5, 68 gsm Ledger , One color, Both Side Print | 100 pad |  |  |
| 03 | Indemnity for Lost Document | 8.25 x 13.5, 68 gsm Ledger , One color, single Side Print | 100 pad |  |  |
| 04 | Letter of Encashment | 8.25 x 13.5, 68 gsm Ledger , One color, single Side Print | 100 pad |  |  |
| 05 | Letter of Trust Receipt (BTB) | 8.25 x 13.5, 68 gsm Ledger , One color, both Side Print | 100 pad |  |  |
| 06 | Letter of Trust Receipt (Consumer) | 8.25 x 13.5, 68 gsm Ledger , One color, Single Side Print | 100 pad |  |  |
| 07 | Letter of Trust Receipt (General) | 8.25 x 13.5, 68 gsm Ledger , One color, Single Side Print | 100 pad |  |  |
| 08 | Letter of Revival | 8.25 x 13.5, 68 gsm Ledger , One color, Single Side Print | 100 pad |  |  |
| 09 | Letter of Acknowledgement for Loan Liability | 8.25 x 13.5, 68 gsm Ledger , One color, Single Side Print | 100 pad |  |  |
| 10 | Letter of Lien | 8.25 x 13.5, 68 gsm Ledger , One color, Single Side Print | 100 pad |  |  |
| 11 | Letter of Guarantee for Opening LC | 8.25 x 13.5, 68 gsm Ledger , One color, Both Side Print | 100 pad |  |  |
| 12 | Letter of Lien Authority for Advances to 3rd Party | 8.25 x 13.5, 68 gsm Ledger , One color, Both Side Print | 100 pad |  |  |
| 13 | Letter of Undertaking | 8.25 x 13.5, 68 gsm Ledger , One color, One Side Print | 100 pad |  |  |
| 14 | Letter of Disbursement of Loan | 8.5X6.5, Paper: 68 GSM Ledger, Single Color | 100 pad |  |  |
| 15 | Letter of Authority | 7.66 x 9’’, 68 gsm Ledger, One color, One Side Print | 100 pad |  |  |
| 16 | Letter of Counter Guarantee | 8.25 x 13.5, 100 gsm , One color, One Side Print | 100 pad |  |  |
| 17 | Letter of Continuity | 8.25 x 13.5, 68 gsm , One color, One Side Print | 100 pad |  |  |
| 18 | Personal Guarantee | 8.25 x 13.5, 68 gsm , One color, One Side Print | 100 pad |  |  |
| 19 | Demand Promissory Note | 8.25 x 6.5, 68 gsm , One color, One Side Print | 100 pad |  |  |
| 20 | Loan Document Check List | 8.25 x 13.5, 80 gsm , One color, Both Side Print | 100 pad |  |  |

March 20, 2022

NB: 100 Sheet per pad. Sample will be provided by Bank (Hard Copy). VAT & AIT included.

**Modhumoti Bank Limited**

Common Services Division

Head Office, Dhaka

Page: 02

Request for Quotation (RFQ) of Form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl** | **Item** | **Description** | **Lot size** | **Unit Price** | **Remarks** |
| 01 | Account Opening Form - Individual/ Joint | Size: 8.27” X 11.69”  Paper: 100 GSM Offset  Color: 04 Color (Both Side),Page: 04 Page (02 Leaves), Binding: Crease | 20,000 pcs |  |  |
| 02 | KYC & Risk Assessment Form - Individual/ Joint | Size: 8.27” X 11.69”  Paper: 100 GSM Offset  Color: 04 Color (Both Side)  Page: 02 Page (01 Leave) | 20,000 pcs |  |  |
| 03 | Account Opening Form - Non Individual | Size: 8.27” X 11.69”  Paper: 100 GSM Offset  Color: 04 Color (Both Side)  Page: 04 Page (02 Leaves)  Binding: Crease | 10,000 pcs |  |  |
| 04 | KYC & Risk Assessment Form - Non Individual | Size: 8.27” X 11.69”  Paper: 100 GSM Offset  Color: 04 Color (Both Side)  Page: 02 Page (01 Leave) | 10,000 pcs |  |  |
| 05 | Account Opening Form – FDR/ Scheme | Size: 8.27” X 11.69”  Paper: 100 GSM Offset  Color: 04 Color (Both Side)  Page: 02 Page (01 Leave) | 10,000 pcs |  |  |
| 06 | Customer Information Form | Size: 8.27” X 11.69”  Paper: 100 GSM Offset  Color: 04 Color (One Side)  Page: 01 Page (01 Leave) | 10,000 pcs |  |  |
| 07 | Beneficial Owner Information Form | Size: 8.27” X 11.69”  Paper: 100 GSM Offset  Color: 04 Color (One Side)  Page: 01 Page (01 Leave) | 2,000 pcs |  |  |
| 08 | Nominee Assignment Form | Size: 8.27” X 11.69”  Paper: 100 GSM Offset  Color: 04 Color (One Side)  Page: 01 Page (01 Leave) | 2,000 pcs |  |  |
| 09 | Signature Card (1 Pc) | 4.35 x 6, 300 gsm Art Card 4color One side Print, | 20,000 pcs |  |  |
| 10 | Cheque Book Requisition (100 sheet per pad) | 8.5 x 5.5, 100 gsm Offset,4 color One side Print, | 100 pad |  |  |
| 11 | Cheque Return Memo (100 sheet per pad) | 7.25 x 4.75, 80 gsm Offset,4 color One side Print, | 100 pad |  |  |
| 12 | Export (EXP) Form (100 sheet per pad) | 8.5 x 13.50, 100 gsm Offset,1 color Both side Print, 2pcs Set | 50 pad |  |  |
| 13 | Form TM (100 sheet per pad) | 8.5 x 13.50, 100 gsm Offset,1 color Both side Print, | 50 pad |  |  |
| 14 | IMP Form (100 sheet per pad) | 8.5 x 13.50, 100 gsm Offset,1 color Both side Print, | 50 pad |  |  |
| 15 | LC Application Form (100 sheet per pad) | 8.25 x 13.50, 100 gsm Offset,4 color Both side Print, | 100 pad |  |  |
| 16 | LCAF (Commercial) (06 sheet per set, 25 set per pad) | 8.25 x 13.50, 2 sheet 100 gsm Offset, 4 sheet manifold paper,4 color one side Print with number | 100 pad |  |  |
| 17 | LCAF (Industrial) (06 sheet per set, 25 set per pad) | 8.25 x 13.50, 2 sheet 100 gsm Offset, 4 sheet manifold paper,4 color one side Print with number | 100 pad |  |  |
| 18 | Pay Order Application Form (100 sheet per pad) | 5.6 x 8.6, 42 gsm color demy , One color, One Side Print, 2pcs in a Set | 100 pad |  |  |
| 19 | RTGS/BEFTN Application Form (100 sheet per pad) | 8.50 x 11.25, 100 gsm offset paper, both side 4 color, with perforation | 100 pad |  |  |
| 20 | Debit Card Application Form (100 sheet per band 500 Sheet per packet) | 8.25’ X 11.25’ 100 Gsm offset paper. Both side 4 color printing | 10,000 Pcs |  |  |
| 21 | Card Service Request Form (2 Page per set, 100 set per Book with numbering) | 8.5’ X 11.25’ Auto Carbon (Original China) 1st copy green, 2nd copy Pink. One side 4 color | 100 Pad |  |  |

NB: Sample will be provided by Bank (Hard Copy). VAT & AIT included.

**Modhumoti Bank Limited**

Common Services Division

Head Office, Dhaka

Page: 03

Request for Quotation (RFQ) of Other Items

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl** | **Item** | **Description** | **Lot size** | **Unit Price** | **Remarks** |
| 01 | Legal Envelop HO (16 x 12) | 16 x 12, 100 gsm Offset, 4 color Print | 3,000 pcs |  |  |
| 02 | A4 Envelop (Size- 10” x 12.50”) | 10 x 12.5, 100 gsm Offset, 4 color Print | 3,000 pcs |  |  |
| 03 | Medium Envelop (Size- 11” x 7.25”) | 11 x 7.25, 100 gsm Offset, 4 color Print | 3,000 pcs |  |  |
| 04 | Small Window Envelop (Size- 10” x 4.25”) | 10 x 4.25, 100 gsm Offset, 4 color Print | 3,000 pcs |  |  |
| 05 | Small Window Envelop with Adhesive (Size- 10.2” x 4.25”) | 10.2 x 4.25, 100 gsm Offset, 4 color Print | 5,000 pcs |  |  |
| 06 | Small Normal Envelop (Size- 10” x 4.25”) | 10 x 4.25, 100 gsm Offset, 4 color Print | 3,000 pcs |  |  |
| 07 | Dangler (Lives Green) (8.5” x 10” ) | 4 color, Back to Back, di cut, string, | 1,000 pcs |  |  |
| 08 | Dangler (Privilege Banking) (8.5” x 10”) | 4 color, Back to Back, di cut, string, | 1,000 pcs |  |  |
| 09 | Dangler (Labonno) (8.5” x 10” ) | 4 color, Back to Back, di cut, string, | 1,000 pcs |  |  |
| 10 | Dangler (Probash Cash) (8.5” x 10” ) | 4 color, Back to Back, di cut, string, | 1,000 pcs |  |  |
| 11 | Dangler (Go ATM) (8.5” x 10” ) | 4 color, Back to Back, di cut, string, | 1,000 pcs |  |  |
| 12 | Dangler (Priority Banking) (8.5” x 10” ) | 4 color, Back to Back, di cut, string, | 1,000 pcs |  |  |
| 13 | FDR Jacket (Plastic cover) with MMBL LOGO | 4” x 8.10” | 5,000 pcs |  |  |
| 14 | Voucher Cover (200 sheet per pad) | 7” x 10” folding, 90 pound craft paper | 100 Pad |  |  |
| 15 | Single Debit Voucher (Gen-1) 100 set per pad | 4.5 x 7.5, 42gsm Pink color, 1 color Print,1pc per set | 100 Pad |  |  |
| 16 | Single Credit Voucher (Gen-2) 100 set per pad | 8.5 x3.5, 42gsm Blue color, 1 color Print 1pc per set | 100 Pad |  |  |
| 17 | Duel Currency Debit Voucher (Gen-3) 100 set per pad | 8.7 x3.8, 42gsm Blue color, 1 color Print, 2pcs per set | 100 Pad |  |  |
| 18 | Double Currency Credit Voucher (Gen-4) 100 set per pad | 8.7 x3.8, 42gsm Blue color, 1 color Print, 2pcs per set | 100 Pad |  |  |
| 19 | Party Debit Voucher (Gen-5) 100 set per pad | 7.5 x4.1, 42gsm Pink color, 1 color Print, 2 pcs set | 100 Pad |  |  |
| 20 | Party Credit Voucher ( Gen-6) 100 set per pad | 7.5 x4.1, 42gsm Yellow color, 1 color Print, 2pcs set | 100 Pad |  |  |
| 21 | Loose Deposit Slip (100 sheet 50 set per pad ) Original China paper | 8.5 x 4.2, 42gsm green color Auto Carbon, 3 color Print, 2pcs set | 2,000 Pad |  |  |
| 22 | Single Deposit Slip (20 sheet 10 set per Book) Original China Paper with 01 Perforation | 8.5 x4.2, 42gsm green color, 1 color Print, 2pcs set | 20,000 pcs |  |  |
| 23 | IBCA (4 color 200 sheet 50 set per pad) | 8.8 x 7.5, Color Demy, Numbering | 100 Pad |  |  |
| 24 | IBDA (4 color 200 sheet 50 set per pad) | 8.8 x 7.5, Color Demy, Numbering | 100 Pad |  |  |
| 25 | Letter Head PAD (100 sheet per bundle) | 8.35 x 11.25,  100gsm Offset, 4 color Print | 3,000 pcs |  |  |

**Modhumoti Bank Limited**

Common Services Division

Head Office, Dhaka

Page: 04

Request for Quotation (RFQ) of Other Items

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl** | **Item** | **Description** | **Lot size** | **Unit Price** | **Remarks** |
| 26 | Cash Denomination / Fly Leaf (100 sheet per pad ) | 5.4 X 2.15, 50 gsm Amber, 1 color, one side | 2000 Pad |  |  |
| 27 | Office File | 14 x 22, 350gsm Swedish Paper, 3 color , Di cut, | 5,000 pcs |  |  |
| 28 | Credit Card Payment Slip (3 Page per set, 50 set per Book) | 8.5’ X 5.5’ Auto Carbon (Original China) 1st copy green, 2nd copy Pink, 3rd copy Blue. One side 4 color, | 200 Pad |  |  |
| 29 | Uttara University Deposit Slip. Pad Binding (03 preparation with serial No.) 100 Sheet per pad. | 17ʺ x 7.50 ʺ (Single sheet) 80 gsm Offset Paper, One side one color | 100 Pad |  |  |
| 30 | Note Book | Paper - Inner – 80 gsm offset Paper, Cover – 300 gsm Art Card  Size -8.5” x 5.5”  Printing- Inner & Cover – 4 Color  Binding- 100 sheets Pad, Spiral Binding | 2000 Pcs |  |  |

NB: Sample will be provided by Bank (Hard Copy). VAT & AIT included.

**Modhumoti Bank Limited**

Common Services Division

Head Office, Dhaka

Page: 05

Request for Quotation (RFQ) of Register

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl** | **Item** | **Description** | **Lot size** | **Unit Price** | **Remarks** |
| 01 | Attendance Register (80 gsm ledger paper) | 14.50 x 9.50 inch, one color, both side. | 20 pcs |  |  |
| 02 | Accepted Bill for Payment (ABP) Register (80 gsm ledger paper) | 14.50 x 9.50 inch, one color, both side. | 20 pcs |  |  |
| 03 | Cash Remittance Register (80 gsm ledger paper) | 9.50 x 14.5 inch, one color, both side. | 20 pcs |  |  |
| 04 | Cheque Return Register (80 gsm ledger paper) | 9.50x 14.50 inch, one color, both side. | 20 pcs |  |  |
| 05 | Daily Cash Balance Book Register (80 gsm offset paper) | 8.5 x 11.2 inch, one color, both side. | 100 pcs |  |  |
| 06 | Dollar Endorsement/ TC Register (80 gsm ledger paper) | 9.50 x 14.5 inch, one color, both side. | 20 pcs |  |  |
| 07 | Departmental Cheque Book Issue Register (DCBIR) (80 gsm ledger paper) | 9.50 x 14.5 inch, one color, both side. | 20 pcs |  |  |
| 08 | Export (EXP) Register (80 gsm offset paper) | 10.75 x 15.75 inch, one color, both side. | 20 pcs |  |  |
| 09 | Export Control Register (80 gsm ledger paper) | 9.50 x 14.5 inch, one color, both side. | 20 pcs |  |  |
| 10 | FTT Register (80 gsm offset paper) | 10.90 x 10.90 inch, one color, both side. | 20 pcs |  |  |
| 11 | Fixed Assets Register (80 gsm offset paper) | 8.50 x 11.25 inch, one color, both side. | 20 pcs |  |  |
| 12 | FDBP/FDBC Register (80 gsm ledger paper) | 9.50 x 14.5 inch, one color, both side. | 20 pcs |  |  |
| 13 | Foreign Demand Draft (FDD) Payable Register (80 gsm ledger paper) | 9.50 x 14.5 inch, one color, both side. | 20 pcs |  |  |
| 14 | Guarantee Register (80 gsm ledger paper) | 9.5 x 14.5 inch, one color, both side. | 20 pcs |  |  |
| 15 | Incoming Mail Register (80 gsm ledger paper) | 9.5 x 14.5 inch, one color, both side. | 100 pcs |  |  |
| 16 | Inward Bill for Collection Register (80 gsm ledger paper) | 9.5 x 14.5 inch, one color, both side. | 20 pcs |  |  |
| 17 | Insurance Register (80 gsm ledger paper) | 9.5 x 14.5 inch, one color, both side. | 20 pcs |  |  |
| 18 | Instrument Cheque Return Register (80 gsm ledger paper) | 9.5 x 14.5 inch, one color, both side. | 20 pcs |  |  |
|  |  |  |  |  |  |
| 19 | Insurance Policy Register (80 gsm offset paper) | 10.90 x 10.90 inch, one color, both side. | 20 pcs |  |  |
| 20 | Limit Register (80 gsm ledger paper) | 9.5 x 14.5 inch, one color, both side. | 20 pcs |  |  |
| 21 | Leave Record Register (80 gsm ledger paper) | 9.5 x 14.5 inch, one color, both side. | 20 pcs |  |  |
| 22 | LC Transfer Register (80 gsm ledger paper) | 9.5 x 14.5 inch, one color, both side. | 20 pcs |  |  |
| 23 | LC Advice Register (80 gsm ledger paper) | 9.5 x 14.5 inch, one color, both side. | 20 pcs |  |  |
| 24 | Movement Register (Employee) (68 gsm ledger paper) | 8.25 x 13 inch, one color, both side. | 20 pcs |  |  |

NB: 100 Sheet per Register, 200 page, Green Color Racine & Board Binding, sample will be provided by Bank (Hard Copy). VAT & AIT included.

**Modhumoti Bank Limited**

Common Services Division

Head Office, Dhaka

Page: 06

Request for Quotation (RFQ) of Register

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl** | **Item** | **Description** | **Lot size** | **Unit Price** | **Remarks** |
| 25 | Outgoing Mail Register (100 gsm offset paper) | 13.5 x 9.50 inch, one color, both side. | 100 pcs |  |  |
| 26 | PAD Register (80 gsm ledger paper) | 9.5 x 14.5 inch, one color, both side. | 20 pcs |  |  |
| 27 | Prize Bond Sales & Purchase Register (80 gsm ledger paper) | 9.5 x 14.5 inch, one color, both side. | 20 pcs |  |  |
| 28 | Peon Book (68 gsm ledger paper) | 8.25 x 13 inch, one color, both side.. | 20 pcs |  |  |
| 29 | Key Register (80 gsm ledger paper) | 9.5 x 14.5 inch, one color, both side. | 20 pcs |  |  |
| 30 | Safe Custody Register for Loan Documents (80 gsm ledger paper) | 9.5 x 14.5 inch, one color, both side | 20 pcs |  |  |
| 31 | Shipping Guarantee Register (80 gsm ledger paper) | 9.5 x 14.5 inch, one color, both side.. | 20 pcs |  |  |
| 32 | Safe In Safe Out Register (80 gsm ledger paper) | 9.5 x 14.5 inch, one color, both side.. | 20 pcs |  |  |
| 33 | Stationery Register (Ledger) (80 gsm ledger paper) | 9.5 x 14.5 inch, one color, both side.. | 20 pcs |  |  |
| 34 | Stock Register for Cheque Book (80 gsm ledger paper) | 9.5 x 14.5 inch, one color, both side.. | 20 pcs |  |  |
| 35 | Vault Register (80 gsm ledger paper) | 9.5 x 14.5 inch, one color, both side.. | 20 pcs |  |  |
| 36 | LC Opening Register (80 gsm ledger paper) | 9.5 x 14.5 inch, one color, both side.. | 20 pcs |  |  |
| 37 | Outgoing Bill for Collection Register (80 gsm ledger paper) | 9.5 x 14.5 inch, one color, both side.. | 20 pcs |  |  |
| 38 | Safe Custody of Item other than loan Document Register (80 gsm ledger paper) | 9.5 x 14.5 inch, one color, both side. | 20 pcs |  |  |
| 39 | Agent Point Transaction Register (80 gsm ledger paper) | 9.5 x 14.5 inch, one color, both side. | 50 Pcs |  |  |

NB: 100 Sheet per Register, 200 page, Green Color Racine & Board Binding, sample will be provided by Bank (Hard Copy). VAT & AIT included.