

Ref. MMBL/HO/CSD/RFQ/2023/10/104

Dated: 10/10/2023

Subject: **Request for Quotation (RFQ) for procuring Routers and Flatbed, MICR & E-doc Scanner for Modhumoti Bank Limited.**

Dear Sir,

Modhumoti Bank Limited wants to procure Routers and Flatbed, MICR & E-doc Scanner for its Head office & Branches from reputed companies. In this connection, we would request you to submit your financial offer as per MMBL requirement below and technical response as per attached requirements.

LOT	Item Description	Quantity	Delivery Lead Time	Unit Price in BDT.	Total Price in BDT
LOT-1	Router	4			
LOT-2	Flatbed Scanner	4			
LOT-3	MICR Cheque Scanner	4			
LOT-4	E-Doc Scanner	15			

**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/ Closing Date:** The Quotation shall be mail to the below mentioned address:  
The Chairman Purchase Committee, CSD Division Level-7, Modhumoti Bank Limited, Gulshan, Dhaka by 16:00 PM (Bangladesh Standard Time) 16th October, 2023. 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.
- Complete proposal/offer must be signed with date by the authorized representative of the company.
- Quotation Validity:** The Quotation shall be valid for 60 calendar days from the Quotation submission date.
- 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:**
  - Price:** The quoted price should include applicable VAT. The rate of VAT should be mentioned in the quotation.
  - 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.
  - 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.

**Bidder's Criteria of Submitted Documents:**

- Bidders can participate for either 1 (one) /2 (two) or all of the 4 (four) Lots. Awarding decision will be in Lot Wise.
- Bidders have to submit separate Technical and Financial response for each Lot.
- The bidder shall have a minimum of 5(Five) years of experience in the similar work, supply of goods and related services.
- Manufacturer's authorization letter should be submitted of all Products in the bid documents.
- Copy of Updated Trade License, Income TAX certificate, BIN certificate, VAT certificate, Bank Solvency Certificate.

Note: For technical issues, please communicate with MMBL ICT Division.

With kind regards,

**Shah Md. Humayun Kabir****VP & Head of Common Services Division**