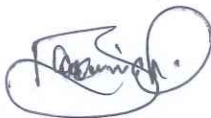


Ref: MMBPLC/CSD/RFQ/2025/04/009

Date: 20.04.2025

**Request for Information (RFI)**

- **Project Name** : Modhumoti Bank PLC. Head Office, Level-13 (Proposed).
- **Project Location** : Dhaka, Bangladesh.
- **Type of Project** : Head office Interior Works:
  - I. Chairman Chamber
  - II. Board Room
  - III. Meeting Room
  - IV. VIP Lounge
  - V. VIP Dining Room with pantry
  - VI. Wash Room
  - VII. Works Station
  - VIII. Cubical
  - IX. Reception.
  - X. Furniture Specification
- **Others Information** :
  - A. Total Space: 14028 SFT, Carpeting Area: 10500 SFT. (Approx.)
  - B. Level: 13<sup>th</sup> Floor.
  - C. Level: 7<sup>th</sup> & 8<sup>th</sup> Renovation
- **Major Scope of Work:**
  - A. Design,
  - B. Drawing,
  - C. Supervision & Bid documents
- **Details Scope of work:**
  - A. Design : All types of design have to prepare;
    - I. Interior Presentation Plan
    - II. Security System Works
  - B. Drawing : All required drawings:
    - I. Civil
    - II. Interior
    - III. Electrical,
    - IV. Local Area Networking Plan
    - V. Plumbing
    - VI. Fire & smoke detector,
    - VII. False Ceiling Plan
    - VIII. Others if Any



Ref: MMBPLC/CSD/RFI/2025/04/009


Date: 20.04.2025

**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 RFI 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), 7<sup>th</sup> floor, Khandaker Tower, 94, Gulshan Avenue, Dhaka by 12:00 PM (Bangladesh Standard Time) **April 30, 2025**. 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:
  - i. Proposal must be addressed for "**Chairman Purchase Committee**" of Modhumoti Bank PLC.
  - ii. Complete proposal/offer must be signed with date by the authorized representative of the company.
4. Quotation Validity: The Quotation shall be valid for 1 year (360) calendar days from the Quotation submission/ closing date.
5. 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 VAT & Tax. The rate of VAT should be mentioned in the quotation.
2. Delivery Place: Dhaka and Other District in 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. 10% payment will be kept as security money and will be released after 12<sup>th</sup> month from the site hand over date.
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.



**Falgooni Sarker**  
PO, CSD



**Bahadur Miah**  
FAVP & In-Charge of CSD