

Ref: MMBPLC/HO/CSD/RFQ/2025/05/012

Subject: **Request for Quotation (RFQ) for printing Annual Report of Modhumoti Bank PLC.**

Dear Sir:

Modhumoti Bank PLC. invites financial proposals for Annual Report 2024 (Printing) mentioned in the RFQ from reputed Companies.

Specification of Annual Report

Quantity: 300 Nos.

Size: 11.69" x 8.27"

Cover Page:

300 GSM Art Card

Printing: 4 Color Printing (One Side)

Lamination: Cover One Side Matte Lamination

Spot: Spot UV

Foil: Foil Printing

Inner:

Pages: 345 (excluding cover page)

Paper: 120 GSM Matte Paper

Inner Printing: 4 Colors Printing (Two Side)

Binding: Perfect Glue Binding with Juice Stitch

Envelop:

Envelope Quantity: 300 Nos.

Envelope Size: 9" x 12.5"

Paper: 120 GSM offset Paper (Local)

Printing: 4 Color Printing

Cover & Book: Machine Proof

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 94, Khandker Tower, 7th Floor, Modhumoti Bank PLC., Gulshan, Dhaka by 12:00 PM (Bangladesh Standard Time) **4th June, 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:
 - a. Proposal must be addressed for "**Chairman Purchase Committee**" of Modhumoti Bank PLC.
 - b. Complete proposal/offer must be signed with date by the authorized representative of the company.
- 4) **Quotation Validity:** The Quotation shall be valid for 03 Months 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.
- 6) **Commercial Terms and Conditions:**
 - a. **Price:** The quoted price should include applicable VAT. The rate of VAT should be mentioned in the quotation.
 - b. **Delivery Place:** Dhaka, Bangladesh.
 - c. **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.
 - d. **Price Submission:** The bidder shall have to submit the price in the letter head pad.
 - e. The Bidder shall have to submit their proposal as per the format attached with the RFQ.

Thanks & regards.

S. M Shahin Iqbal
VP & Head of CSD