

Ref: MMBL/HO/CSD/Rfq/2025/05/009

8th May, 2025

Tender Notice for Extension of Head Office Space at 13th Floor of Khandker Tower, Gulshan for Modhumoti Bank PLC.

1.	Purpose of Tender	:	Modhumoti Bank PLC. wants to extend its Head Office Space at 13th floor of Khandker Tower, 94 Gulshan Avenue, Gulshan. In this connection, we are requesting you to conduct site visit by communicating with the Bank and submit your financial proposal, i.e., the Bill of Quantity (BOQ), including the layout plan, as per the MMBPLC standard.
2.	Last date of submission	:	by 16:00 PM (Bangladesh Standard Time) 24th May, 2025
3.	Eligibility for the tender	:	The bidder must have minimum of work experience for 5 years of similar types of service in Banking/Financial Institution. The bidder must submit a copy of completion certificate/work order/contract with bid documents.
4.	Cost of tender schedule	:	Payment order in favour of Head Office of the Bank for Tk. 1,000/- (Taka One Thousand only) Issued by any Dhaka City branch of a scheduled Bank.
5.	Amount of earnest money	:	<ul style="list-style-type: none"> • Tk..... (1%) if estimated tender value is above Taka 1 Crore or more. • Tk..... (2%) as for if estimated tender value is less than or equal Taka 1 Crore or more. (Payment order/Draft in favour of Bank's Corporate Office, Dhaka issued by any branch of a scheduled Bank.)
6.	Name of the sales office of Tender schedule	:	Khandker Tower (7th Floor), Modhumoti Bank PLC., Head Office, 94, Gulshan Avenue, Dhaka
7.	Address of the office submission of Tender bid	:	"Chairman Purchase Committee" Khandker Tower (7th Floor), Modhumoti Bank PLC., Head Office, 94, Gulshan Avenue, Dhaka
8.	Address of the office to open tender bids	:	Khandker Tower (7th Floor), Modhumoti Bank PLC., Head Office, 94, Gulshan Avenue, Dhaka
9.	Last date of sale of tender schedule	:	22 nd May, 2025
10.	Last date of submission of tender bids	:	24th May, 2025
11.	Opening date and time of tender bids	:	24th May, 2025; Time: 16:00 PM (Bangladesh Standard Time)

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. Complete proposal/offer must be signed with date by the authorized representative of the company.
3. 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.
4. Quotation Validity: The Quotation shall be valid for 1 year from the Quotation submission/ closing date.
5. Purchaser reserves the right to amend approved Design, Floor Plan, Preferred Furniture (as per existing in Head Office, Gulshan, Level 7 & 8) & BOQ.

6. Commercial Terms and Conditions:

- Price: The quoted price should include Delivery throughout the country, applicable Tax & VAT. The rate of Tax & VAT should be mentioned in the quotation.
- Payment Terms: Monthly 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.
- 90% payment may be made after completion of job. 10% payment may be kept as security money which will be released after 01 (One) year of successful completion of work.
- 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.

Thanking you!


S.M Shahn Iqbal

VP & Head of CSD

Khandker Tower (7th Floor), Modhumoti Bank PLC.,

Head Office, 94, Gulshan Avenue, Dhaka

Cell No: 01714097777.