

Tender Reference# MMBPLC/HO/CSD/RFQ/2025/11/063

Tender Title- **RFQ (Request For Quotation) for supply of Annual Calendar (Wall & Desk) at Modhumoti Bank PLC.**

Dear Sir,

Quotation (BOQ with specification attached herewith) is hereby invited for ) for supply of Annual Calendar (Wall & Desk) at Modhumoti Bank PLC.

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 12.00 P.M. on November 23, 2025** addressing "**Chairman, Purchase Committee, CSD, Khandker Tower (Level-7), 94 Gulshan Avenue, Gulshan-1, Dhaka-1212. (Tender Reference# MMBPLC/HO/CSD/RFQ/2025/11/063)**"

- ✓ Only relevant vendors are invited to submit their offer
- ✓ Vendors whose scope of works does not match with the said job need not to submit their offer.
- ✓ No advance will be allowed in this regard.
- ✓ All price/ rate should be inclusive of Carrying Charge, Installation Cost and related Materials, VAT and Tax which will be deducted from source during payment of final bill after satisfactory completion of the works.

Other terms, conditions and mode of payment will be as under:

**A. General Terms and Conditions:**

1. **Financial Offer/Price/Quotation:** The quoted price should include applicable VAT. The rate of VAT should be mentioned in the quotation.
2. **Work Location/Delivery Place:** Modhumoti Bank Head Office along with Branches, Sub Branch and other Bank Location.
3. **Payment Terms:** Payment will be made after each completion the job at actual quantity upon submission of the bill with work order & noc from the deployed location which is duly signed by authorized personnel (Name & Seal, if available).
4. **Price/Financial offer Submission:** The bidder shall have to submit the price in the letter head pad.
5. **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 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.
6. **Bid Submission/ Closing Date:** The Quotation shall have to the submit below mentioned address: "**Chairman, Purchase Committee, CSD, Khandker Tower (Level-7), 94 Gulshan Avenue, Gulshan-1, Dhaka-1212. (Tender Reference# MMBPLC/HO/CSD/RFQ/2025/11/063)**" by 12.00 P.M. on November 23, 2025. The purchaser reserves the right change the Time schedule at any time.
7. **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.
  - C. Must mention the subject line "**RFQ (Request for Quotation) Supply of Annual Calendar (Wall & Desk) at Modhumoti Bank PLC. (Ref: MMBPLC/HO/CSD/RFQ/2025/11/063)**" in top of the Envelope.



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8. **Quotation Validity:** The Quotation shall be valid for 90 calendar days from the Quotation submission/ closing date.
9. **Disqualification:** 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.
10. **Sample/Test of the Product/Service:** Bank may ask for sample presentation before selection of any vendors which is FOC (Free of Cost).

**B. Financial Terms & Conditions:**

11. Quoted Price must include material, labor and service charges as per attached price format.
12. Delivery lead-time will be as per site and Bank requirements.
13. In the event of supply of any items, which do not match with the required specification, quantity or sample's quality or is of substandard quality, the Bank reserves the right for outright rejection of the works/product, and the supplier will have to do the works/supply the product again with their own cost with acceptable quality within 30 (thirty) days from the date of rejection.
14. Following papers/documents must be sent with the proposal (if submitted earlier, may not be require to resubmit):
  - i) Valid Trade License
  - ii) Bank solvency certificate/documents (If applicable)
  - iii) VAT Registration certificate
  - iv) Up-to-date TIN certificate
  - v) Up-to-date copy of TAX payment receipt
  - vi) Client list with goodwill certificate (If available)
  - vii) Experience certificate (If available)
  - viii) Electrical Supervisory Certificate
15. Mode of Payment is to be mentioned in the offer. Modhumoti Bank PLC. discourages advance payment, if not necessary.
16. Please contact undersigned for any types of clarifications in regard to products/services/works related clarifications only.
17. Mentionable that, if the scope of works and your company type does not match with our requirement, you need not to submit any offer in this regard. In case, any terms & conditions is not compatible with the Tender Process, they may be relaxed.

Regards,

  
(S.M. Shahin Iqbal)  
Member Secretary, Purchase Committee  
VP & Head of CSD





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**FINACIAL OFFER FORMAT WITH SPECIFICATIONS FOR "DESK CALENDAR"**

Sl.	Item	Specification	Quantity	Unit	Rate (in BDT)	Amount (in BDT) (including VAT & Tax)
1	Desk Calendar'2026	Paper Inner = 300 gsm Art Card (preferably Hansol). Size = L-8.5" x W-6.5" Page Inner=13 sheet (12 months back to back print & 1 cover page) Printing Inner = 4 color printing Both side. Lamination: Matt & Spot (Both Side) Binding = Ring Back Board: Rexene, 24 Ounce Boards. <b>5 Pcs dummy copy need to provide before final print</b>	15,000	Pieces		
2	Desk Calendar Envelope	Paper= 120 gsm Offset Paper Size = As per calendar (consistent with the size of calendar for insertion) Printing = 4 color printing. <b>5 Pcs dummy copy need to provide before final print</b>	15,000	Pieces		

**Special Note\*\*\***

- Mentioned that before final print, Machine proof has to be approved from Bank.
- In case, Bank requires to change number of the said items within the next 03 (three) months, i.e. for any increase or decrease in quantity, your quoted rate has to be fixed in such case.

**FINACIAL OFFER FORMAT WITH SPECIFICATIONS FOR "WALL CALENDAR"**

Sl.	Item	Specification	Quantity	Unit	Rate (in BDT)	Amount (in BDT) (including VAT & Tax)
1	Wall Calendar'2026	Paper Inner = 150 gsm (Glossy). Size = L-22" x W-17" Page Inner= 06 sheet per calendar with 01 (100 gsm cover page) Top Sheet- 1 sheet (Offset 100 GSM) Lamination: Matt & Spot (Both Side) Binding = Ring Support: Stand Board: Pasting <b>5 Pcs dummy copy need to provide before final print</b>	20,000	Pieces		
2	Wall Calendar Envelope	Paper= 120 gsm Offset Paper Size = As per calendar (consistent with the size of calendar for insertion) Printing = 4 color printing. <b>5 Pcs dummy copy need to provide before final print</b>	20,000	Pieces		

**Special Note\*\*\***

- Mentioned that before final print, Machine proof has to be approved from Bank.
- In case, Bank requires to change number of the said items within the next 03 (three) months, i.e. for any increase or decrease in quantity, your quoted rate has to be fixed in such case.