

Ref: MMBL/HO/CSD/RFQ/2025/12/071

December 14, 2025

Subject: **Request for Quotation (RFQ) of Unit Price Confirmation (UPC) for Cleaning Services at Head Offices and Branches of Modhumoti Bank PLC.**

Modhumoti Bank PLC. wants to procure outsourced Cleaning Service for its Head Offices and Branches. In this connection we are requesting you to submit your financial price quotation as per below requirements.

SL.	Description	Unit Cost in Tk. (Per Cleaner)
1.	Scope of Work: <ul style="list-style-type: none"> Furniture Cleaning Service (Office Desk, Chair, Sofa and other Office Furniture) Floor Cleaning (Marble, Wooden and Tiles) Toilet Cleaning Service (Male & Female Toilet/Washroom including Urinal) Kitchen/Cafeteria/Lawn/Parking Cleaning Service. Disposal of trash and recycling materials. Deep Cleaning at every 3 (three) months (inclusive). 	
2.	Cleaning Materials: <ul style="list-style-type: none"> Furniture, Glass, Floor & Toilet Cleaning Materials (inclusive) Toilet Tissue, Liquid Hand Wash & Toilet Cleaner- Naphthalene/Vicol/Harpic/Air-freshener (inclusive) Urinal Screen Mat Bin Polythene with zipping option 	
3.	Frequency of Work: Daily (8 am. to 5pm. approx)	
4.	Uniform and Others: <ul style="list-style-type: none"> All cleaners should wear cleaning company selected uniform & ID Card. All cleaners will be trained by the cleaning company. Cleaners shall be skilled & experienced. All cleaners shall be under supervision of the Cleaning Company. Verification of the cleaners shall be from competent authority. Cleaning Company shall provide Bio-data, Photograph, copy of NID/Birth Certificate etc. of the cleaning personnel. Age limit from 18 to 30 years. Cleaners' salary, festival bonus & entry pass will be borne by the Cleaning Company. 	
5.	Vat & AIT (inclusive)	

General Teams & Condition:

- TAX & VAT:** Price includes TAX & VAT and delivery any kind of charges thereof.
- Deployment:** All Branch and Head Office of Modhumoti Bank as per requirement.
- Submission Closing Date:** Chairman, Purchase Committee, Common Services Division (CSD), Modhumoti Bank PLC., Head Office, Khandker Tower (Level-7), 94 Gulshan Avenue, Dhaka-1212 by 2.00 pm on or before December 24, 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.
- Quotation Validity:** Submitted Price Quotation should be valid for 06 (six) months.
- Revision of Rates:** No revision of the rates will be allowed at the 2 (two) years. Afterwards, the issue may be settled on mutually agreed terms.



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- 6) **Mode of Payment:** Monthly basis after successful deployment of the personnel. Any cost center of Modhumoti Bank will confirm your personnel performance in this regard.
- 7) **Required Document:** List of the documents to be submitted with your offer are mentioned in the Tender Document.
- 8) **Quotation Submission:** Complete all the document should have signed by the authorized person.
- 9) **Quotation Submission Address:** A Sealed Envelope Quotation should be Submitted to the addressing to Chairman Purchase Committee. *You must submit your financial and technical offer in different envelope.*
- 10) **Disqualification:** Any kind of manipulation or unusual approach or failure to submit the Price Quotation with the declared time line will be treated as disqualification.
- 11) **Experience:** All relevant business details must be submitted with your offer. The bidder must have work with Bank in the relevant sector at least for 03 (three) years. *Vendor whose business type and required work experience does not match with the TDS need not to apply.*

Thanking you.

S. M. Shahin Iqbal
VP & Head of Common Services Division
Head Office, 94, Gulshan Avenue, Dhaka-1212.
Modhumoti Bank PLC.

