

Tender Reference# MMBPLC/HO/CSD/RFQ/2025/12/077

Tender Title- **RFQ (Request For Quotation) for UPC (Unit Price Confirmation) i.e. unit rate as well as Technical Specifications for supply, Installation and Commissioning of**  
**i) SHREDDER MACHINE**  
**at Modhumoti Bank PLC., both at Head Office, Branch, Sub Branch etc.**

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Dear Sir,

Quotation (BOQ with Technical Assessment Sheet attached herewith) is hereby invited for UPC (Unit Price Contract) i.e. unit rate as well as Technical Specifications for supply, Installation and Commissioning of  
i) SHREDDER MACHIN

at Modhumoti Bank PLC., both at Head Office, Branch, Sub Branch etc.

***Mentionable that based on UPC as well as technical aspect, the said machineries/ items will be immediately be purchased as per Bank's requirement and UPC (Unit Price Contract) shall be fixed for the next 06 (six) months to 12 (twelve) months or as per mutual consent.***

You are requested to submit (HARD COPY) your offer in a closed envelope as per below specification within 6.00 P.M. on December 30, 2025 addressing "Chair, Purchase Committee, CSD, Khandker Tower (Level-7), 94 Gulshan Avenue, Gulshan-1, Dhaka-1212. (Tender Reference# MMBPLC/HO/CSD/RFQ/2025/12/077)

- ✓ 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) Ready stock will be given preference.
- b) The bidder shall have to submit the price in the letter head pad including VAT & Tax where the tax rate should have mentioned.
- c) Delivery Challan have to be duly received by relevant cost center (Head office, Branch, Sub-Branch, ATMs etc.) and submitted to be along with the bill.
- d) Date of delivery or completion of work will be counted from the date of Work Order received/ acknowledged either by signing the photocopy of Work Order or by e-mail confirmation whichever is earlier.
- e) In the event of supply of the mentioned items, if the said items do not match with as per requirement/approved quotation then, the Bank reserves full right of outright rejection of the items, and the supplier will have to take back the supplied items at their own cost and will have to replace the said items with acceptable within the time frame as mutually agreed-upon by the Bank and the Supplier.
- f) The product must be supplied as per specification mentioned in quotation. If any change, Supplier will have to consult with the General Services Division, Head Office of the Bank.



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- g) In case of deviation from the quality and specification and/or delay in supply, bank preserves full right to reject the materials and cancel the work order without showing any reason.
- h) In case of any deficiency in the delivered product, supplier will have to make necessary rectification the same immediately at Supplier own cost on receipt of complain.
- i) No additional bill/work will be entertained without prior permission of the concerned Division.
- j) The bidder must be regular tax payer.
- k) Financial offer should be valid for Minimum 06 (six) months
- l) Price quotation includes carrying cost, labor charge and other charge thereof.
- m) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- n) Considering the Experience, quality and other factors, Modhumoti Bank PLC. is not liable to select the lowest bidder.
- o) Must Submit Trade License, TIN, 13 Digit BIN Copy
- p) The bank reserves the right to accept or reject any or all quotation at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Bank's action.
- q) Selected Bidder must ensure to site Installation & Testing on site after sales support for the full warranty period
- r) For any type of sub-standard quality product from selected bidder end, the Bank reserve the right for outright rejection of the goods, which you will take back at bidder own cost and will replace with acceptable quality within (10) ten days of the rejection.

***The new bidders must submit the following Paper:***

1. Company Profile
2. Trade License
3. Recent Work order/ Performance Certificate
4. TIN, Bin Copy
5. Other relevant documents.

**Payment:**

- Bill should be submitted along with Work Order (Duplicate Copy) and Delivery Challan.
- Price includes delivery, installation including all installation materials and commissioning charges.
- All Price should be including all VAT and TAX. Necessary VAT & Tax will be deducted from your bill as per latest Govt. circular.

Regards,

  
(S.M. Shahin Iqbal)

Member Secretary, Purchase Committee  
VP & Head of CSD



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**Format for submission of Quotation for Supplying & Installation of Shredder Machine**

Offer	Features	SPECIFICATIONS
Technical Offer	Brand	
	Model	
	Shredding Method	
	Cutting Sheet Capacity	
	Paper Entry Width	
	Shredding Speed (1.8m/Min)	
	Cutting Size (4* 38 mm)	
	Security Level	
	Bin Capacity (L-30~32)	
	Dimensions (L x W x H )	
	Power Supply (220 ~240 Volt)	
	Weight	
	Warranty (including space & consumables)	
	Overheat Protection	
	Auto Reverse	
	Working Cycle	
	Noise Level < 80 db	
	Indicators	
Financial Offer	<b>Unit Rate (BDT) (including VAT &amp; Tax)</b>	

