

Tender Reference# MMBPLC/HO/CSD/RFQ/2026/01/078

Tender Title- RFQ (Request For Quotation) for UPC (Unit Price Confirmation) i.e. unit rate for Stationery Items at Modhumoti Bank PLC. at Head Office, Branch, Sub Branch etc.

Dear Sir,

Quotation (BOQ with Technical Assessment Sheet attached herewith) is hereby invited for UPC (Unit Price Contract) i.e. unit rate for Stationery Items at Modhumoti Bank PLC. at Head Office, Branch, Sub Branch etc.

Mentionable that based on UPC as well as item specifications, the said 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 3.00 P.M. on January 20, 2026** addressing "Chair, Purchase Committee, CSD, Khandker Tower (Level-7), 94 Gulshan Avenue, Gulshan-1, Dhaka-1212. (Tender Reference# MMBPLC/HO/CSD/RFQ/2026/01/078)

- ✓ 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 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 Common 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) Final 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 of Stationery Items

Sl.	Item Name	Detailed Description/Brand	Unit	Unit Price (including VAT & Tax)
1	A4 Sheet- protector (11 Holes) 100 Pcs per packet	Clear Transparent, recyclable material PP	PC	
2	Anti-Cutter	Anti-Cutter of wide blade, Body Length: 17cm Blade Size: 100mm×18mm×0.5mm, NON-SLIP Elastomer Grip, Automatic Lock	PC	
		Deli E2061	PC	
3	Anti-cutter (2 Extra Blades)	Anti-Cutter of wide blade, Body Length: 17cm Blade Size: 100mm×18mm×0.5mm, NON-SLIP Elastomer Grip, Automatic Lock, Brand: SDI	PC	
4	Ball Pen	Local (matador hi- School /Police)	PC	
		Deli FHSBP Faymas	PC	
5	Basket Plastic - Local	RFL Bin	PC	
6	Battery (AA)-Calling Bell	Sony (Made in Japan)	PC	
7	Battery (AAA)-AC, TV Remote	Sony (Made in Japan)	Pair	
8	Battery Remote & Calling Bell	GP Super (Alkaline Battery 23A 12V)	Pair	
9	Binder Clips 1"	Diamond Brand Made in China /Equivalent	Dozen	
10	Binder Clips 1-1/2"	Diamond Brand Made in China /Equivalent	Dozen	
11	Binder Clips 1-1/4"	Local Brand	Dozen	
12	Binder Clips 1-1/4"	Diamond Brand Made in China /Equivalent	Dozen	
		Deli F38564	Dozen	
13	Binder Clips 2"	Diamond Brand Made in China /Equivalent	Dozen	
14	Binder Clips 3/4"	Diamond Brand Made in China /Equivalent	Dozen	
15	Binding Rope	Local (Big Size)	Bundle	
16	Binding Tape	Size: 2" inch	PC	



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Sl.	Item Name	Detailed Description/Brand	Unit	Unit Price (including VAT & Tax)
17	Box File	Letter File (Paper)	PC	
18	Business Card Holder (Standard)	Color : Black Storage Quantity : 300 Cards Material : Artificial Leather Country of Origin: China (Xin Xan)	PC	
		Color : Black Storage Quantity : 300 Cards Material : Artificial Leather Local	PC	
19	Calculator	City Plus-12 Digit, Chaina, Original, CT-7S, QC Passed. /Equivalent	PC	
		Deli EM01120	PC	
		Original Casio- MJ-120T-12 Digit	PC	
20	Cello Pointer 0.5 Gel Pen	Made in India	PC	
		Deli S656	PC	
21	Clip Board	Size: A4 & Good Luck, Plastic Hard Board	PC	
		Deli E9442	PC	
22	Door Bell/Calling bell	Local / China	Set	
		Sage	Set	
23	Dump Pad (Money Sponge) - Deli Brand (Ball type)	General	PC	
24	Dump Pad (Money Sponge) - Deli Brand (Ball type)	Local	PC	
25	Dust Box/Basket (Iron)	Iron Net Classical Trash Can	PC	
26	Eraser	Faber Castell /Equivalent	PC	
		Local		
		Deli EH09920	PC	
27	File - Court File	Local	PC	
28	File - File Divider/Pocket File - Plastic - 8 divisions	Local	PC	



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Sl.	Item Name	Detailed Description/Brand	Unit	Unit Price (Including VAT & Tax)
29	File - Report Cover - Filer - A4 size -	Local	PC	
30	File - Report Cover - Flier - Legal size	Local	PC	
31	Fevi Stick 15gm	Fevicol (Made in korea)	PC	
32	Glue Stick 15gm	Deli (Made in China) EA20110	PC	
33	High Lighter (All Color)	Faber Castell /Equivalent	PC	
		Deli S621	PC	
34	James Clip (Metal)	"Square" Triangle Clips (China) /Equivalent	Box	
35	James Clip (Metal)	"Square" (100PC Made in china) /Equivalent	Box	
		Deli E0024	Box	
36	Legal Sheet- protector (11 Holes) 100 Pcs per Packet	Clear Transparent, recyclable material PP	PC	
37	Magazine File (Paper)	Local	PC	
38	Magazine File (Plastic)	RFL/ Good Luck	PC	
		Local	PC	
39	Management /Report/Business Files/	Local	PC	
40	Marker Pen White Board-737	Red Leaf (Made in Japan) /Equivalent	PC	
		Deli EU00120	PC	
41	Marker Pen permanent-707	Red Leaf (Made in Japan) /Equivalent	PC	
		Deli EU10020	PC	
42	Pen Holder	Mesh Steel Pen Stand - Black	PC	
43	Pencil 2B/HB	Local	PC / dozen	
		Deli E58100	PC / dozen	
44	Pencil Sharpener (Small)	Local	PC	



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Sl.	Item Name	Detailed Description/Brand	Unit	Unit Price (including VAT & Tax)
45	Pin Remover	Kangaroo SR-300 Heavy Duty Staple Pin Remover /Equivalent	PC	
46	Gel Pen	Pilot Hi-Tecpoint V7 Grip, Made in Japan	PC	
		Deli EG84-BK	PC	
47	Plastic Folder / File	Clear Plastic A4 Size	PC	
48	Plastic Ring File 2"	Local	PC	
49	Plastic Ring File 3"	Local	PC	
50	Punch file (plastic)	Local	PC	
51	Punch Machine	Kangaroo (No. 600), 0 sheet punching capacity /Equivalent	PC	
		Deli E0137	PC	
52	Punch Machine	Kangaroo Heavy Duty Punch HDP-2150, 2 Hole Punch /Equivalent	PC	
		Deli E0160	PC	
53	Rubber Band	Local	KG	
54	Scale/ Ruler 12"	Stainless steel	PC	
55	Scissors	Deli, 210mm/8 ¼ Length, Made in China Deli E6010	PC	
		Local, 210mm/8 ¼ Length, Made in China Deli E6010	PC	
56	Scotch Tape	Size: 2" & 50 yard, Transparent (Scotia)	PC	
		Scotia Brand, Size: 1/2" & 30 Yard mini tape	PC	
		Local, Size: 1/2" & 30 Yard mini tape	PC	
57	Slip Pad Different Color	Local	PC	
58	Slip Pad Holder	Product Type : Slip Paper Box Material : Plastic (Attractive Design) Size : Standard Color : Water Color	PC	
59	Stamp Pad - Violet	Brand: Artline	PC	
60	Stamp Pad Ink (red/blue/black)	Shine 28ml 1fl.oz	PC	



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Sl.	Item Name	Detailed Description/Brand	Unit	Unit Price (Including VAT & Tax)
61	Stamp pad ink (red/blue/black)	Horse (without oil)	PC	
62	Staple Pin Remover	Kangaro with Lock SR-45T	PC	
		Deli E0231		
63	Stapler (24/6)	Kangaroo (No. 384556), HD-45, 24/6 & 26/6 /Equivalent	PC	
		Deli E0306	PC	
64	Stapler (24mm)	Kangaro HD- 23 S24 /Equivalent	PC	
		Deli E0395 Heavy Duty	PC	
65	Staples Pin (23/20-H)	Kangaroo 1000 Staples (10X100) /Equivalent	Box	
66	Staples Pin (24/6)	Kangaroo, Size: 24/6 /Equivalent	Box	
		Deli E0012N	Box	
67	Staples Pin (23/13-H)	Kangaroo 1000 Staples /Equivalent	Box	
68	Staples Pin (23/13-H)	Deli E0013	Box	
69	Staples Pin (23/10-H)	Kangaroo 1000 Staples /Equivalent	Box	
70	Staples Pin (23/10-H)	Deli E0015	Box	
71	Staples Pin (23/24-H)	Kangaroo 1000 Staples /Equivalent	Box	
72	Stick Pad	3"X3", 5 color, 5 parts, 100 sheets	PC	
73	Sticky Note (0.6"x2")	Xingli (Big) /Equivalent	PC	
		Deli EA02302	PC	
74	Sticky Note (2"x3")	Xingli (Small) /Equivalent	PC	
75	White Board Duster	Local	PC	