

**Tender Reference# MMBPLC/HO/CSD/RFQ/2026/01/079**

**Tender Title- RFQ (Request For Quotation) for UPC (Unit Price Confirmation) i.e. unit rate for Printing Items at Modhumoti Bank PLC. 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 for Printing 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 28, 2026** addressing "Chair, Purchase Committee, CSD, Khandker Tower (Level-7), 94 Gulshan Avenue, Gulshan-1, Dhaka-1212. (Tender Reference# MMBPLC/HO/CSD/RFQ/2026/01/079)

- ✓ Only relevant vendors are invited to submit their offer. Vendors must submit their Declaration of Printing Press.
- ✓ 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) The bidder shall have to submit the price in the letter head pad including VAT & Tax where the tax rate should have mentioned.
- b) 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.
- c) 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.
- d) 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.
- e) 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.
- f) 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.
- g) 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.
- h) No additional bill/work will be entertained without prior permission of the concerned Division.
- i) The bidder must be regular tax payer.
- j) Final offer should be valid for Minimum 06 (six) months
- k) Price quotation includes carrying cost, labor charge and other charge thereof.
- l) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.



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- m) Considering the Experience, quality and other factors, Modhumoti Bank PLC. is not liable to select the lowest bidder.
- n) Must Submit Trade License, TIN, 13 Digit BIN Copy
- o) 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.
- p) Selected Bidder must ensure to site Installation & Testing on site after sales support for the full warranty period
- q) 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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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.**

**Format for submission of Quotation for Supplying of Stationery Items**

Sl.	Items	Specification	Minimum Order Quantity	Unit Price (as per specification & item) including VAT & Tax
1	Account Opening Form- Individual/ Personal/ Bangla (set-01)	<b>Paper:</b> 100 GSM Offset local (Inner) <b>Partex Premium Paper</b> <b>Pages:</b> 2 Leaf (4 Page) <b>Print:</b> 4 Color Both Side <b>Size:</b> W 8.25" X L 11.2"	02000 pcs	
2			05000 pcs	
3			10000 pcs	
4	Account Opening Form- Non-Individual/ Bangla (set-02)	<b>Paper:</b> 100 GSM Offset local (Inner) <b>Partex Premium Paper</b> <b>Pages:</b> 2 Leaf (4 Page) <b>Print:</b> 4 Color Both Side <b>Size:</b> W 8.25" X L 11.2"	02000 pcs	
5			05000 pcs	
6			10000 pcs	
7	DPS/FDR Account Opening Form	<b>Paper:</b> 100 GSM Offset local (Inner) <b>Partex Premium Paper</b> <b>Pages:</b> 1 Leaf (2 Page) <b>Print:</b> 4 Color Both Side <b>Size:</b> W 8.25" X L 11.2"	02000 pcs	
8			05000 pcs	
9			10000 pcs	
10	KYC-Individual Form	<b>Paper:</b> 100 GSM Offset local (Inner) <b>Partex Premium Paper</b> <b>Pages:</b> 1 Leaf (2 Page) <b>Print:</b> 4 Color Both Side <b>Size:</b> W 8.25" X L 11.2"	02000 pcs	
11			05000 pcs	
12			10000 pcs	
13	KYC-Non Individual Form	<b>Paper:</b> 100 GSM Offset local (Inner) <b>Partex Premium Paper</b> <b>Pages:</b> 1 Leaf (2 Page) <b>Print:</b> 4 Color Both Side <b>Size:</b> W 8.25" X L 11.2"	02000 pcs	
14			05000 pcs	
15			10000 pcs	
16	Customer Information Form	<b>Paper:</b> 100 GSM Offset local (Inner) <b>Partex Premium Paper</b> <b>Pages:</b> 1 Leaf (2 Page) <b>Print:</b> 4 Color Both Side <b>Size:</b> W 8.25" X L 11.2"	02000 pcs	
17			05000 pcs	
18			10000 pcs	
19	Beneficial Owner Information Form	<b>Paper:</b> 100 GSM Offset local (Inner) <b>Partex Premium Paper</b> <b>Pages:</b> 1 Leaf (2 Page) <b>Print:</b> 4 Color Both Side <b>Size:</b> W 8.25" X L 11.2"	02000 pcs	
20			05000 pcs	
21			10000 pcs	
22	Nominee Assessment Form	<b>Paper:</b> 100 GSM Offset local (Inner) <b>Partex Premium Paper</b> <b>Pages:</b> 1 Leaf (2 Page) <b>Print:</b> 4 Color Both Side <b>Size:</b> W 8.25" X L 11.2"	02000 pcs	
23			05000 pcs	
24			10000 pcs	

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Sl.	Items	Specification	Minimum Order Quantity	Unit Price (as per specification & item) including VAT & Tax
25	Signature Card	4.35" x 6", 300 gsm Art Card, 4 color, 1 side print	02000 pcs	
26			05000 pcs	
27			10000 pcs	
28	Cheque Book Requisition (100 sheet per pad)	8.5" x 5.5, 100 gsm offset, 4 color, both side print	100 pad	
29	Cheque Return Memo (100 sheet per pad)	7.25" x 5", 80 gsm offset, 1 color 1 side print	100 pad	
30	Form T/M (100 sheet per PAD)	8.3" x 13.8", 100 gsm Offset, 1 color both side print	50 pad	
31	IMP Form (100 sheet per PAD)	8.8" x 13.8", 100 gsm Offset, 1 color both side print	50 pad	
32	LC Application Form (100 sheet per PAD)	8.6" x 14", 100 gsm Offset, 4 color both side print	100 pad	
33	Payment Order Application Form (100 sheet per Pad)	5.6" x 8.7", 42 gsm color demy, One Color, One side print	100 pad	
34	RTGS/ BEFTN Application Form (100 sheet per Pad)	5" x 11.25", 100 gsm Offset Paper, both side 4 color 1 side	100 pad	
35	Hypothecation of Goods	8.2" x 13.25", 68 gsm ledger, One color, both side print	100 pad	
36	Hypothecation of Debit & Assets	8.2" x 13.25", 68 gsm ledger, One color, both side print	100 pad	
37	Indemnity for Lost Document	8.25" x 13.10", 68 gsm ledger, One color, One side print	100 pad	
38	Letter of Encashment	8.25" x 13.50", 68 gsm ledger, One color, One side print	100 pad	
39	Letter of Trust Receipt (BTB)	8.25" x 13.50", 68 gsm ledger, One color, both side print	100 pad	
40	Letter of Trust Receipt (Consumer)	8.25" x 13.50", 68 gsm ledger, One color, both side print	100 pad	
41	Letter of Trust Receipt (General)	8.25" x 13.50", 68 gsm ledger, One color, both side print	100 pad	
42	Letter of Revival	8.25" x 13.50", 68 gsm ledger, One color, One side print	100 pad	



*(Handwritten signature/initials)*

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Sl.	Items	Specification	Minimum Order Quantity	Unit Price (as per specification & item) including VAT & Tax
43	Letter of Acknowledgement for Loan Liability	8.25" x 13.50", 68 gsm ledger, One color, One side print	100 pad	
44	Letter of Lien	8.25" x 13.50", 68 gsm ledger, One color, One side print	100 pad	
45	Letter of Guarantee for Opening LC	8.25" x 13.50", 68 gsm ledger, One color, both side print	100 pad	
46	Letter of Lien Authority for Advances to 3rd Party	8.25" x 13.50", 68 gsm ledger, One color, both side print	100 pad	
47	Letter of Undertaking	8.25" x 13.50", 68 gsm ledger, One color, One side print	100 pad	
48	Letter of Disbursement of Loan	8.25" x 6.50", 68 gsm ledger, One color, One side print	100 pad	
49	Letter of Authority	8.25" x 9.0", 68 gsm ledger, One color, One side print	100 pad	
50	Letter of Counter Guarantee	8.25" x 13.50", 100 gsm offset, One color, One side print	100 pad	
51	Letter of Continuity	8.25" x 13.50", 68 gsm ledger, One color, One side print	100 pad	
52	Personal Guarantee	8.25" x 13.50", 68 gsm ledger, One color, both side print	100 pad	
53	Demand Promissory Note	8.25" x 6.70", 68 gsm ledger, One color, One side print	100 pad	
54	Accepted Bill for Payment (ABP)	17" x 11", One color, both side print (80 gsm ledger paper)	20 pcs	
55	Cash Remittance Register	9.50" x 13.50", One color, both side print (80 gsm ledger paper)	20 pcs	
56	Cheque Return Register	16" x 10", One color, both side print (80 gsm ledger paper)	20 pcs	
57	Daily Cash Balance Book Register	9.0" x 11.3", One color, both side print (80 gsm offset paper)	100 pcs	
58	Dollar Endorsement/TC Register	17" x 11", One color, both side print (80 gsm ledger paper)	20 pcs	
59	Departmental Cheque Book Issue Register	9.60" x 14.80", One color, both side print (80 gsm ledger paper)	20 pcs	
60	Export (EXP) Register	10.75" x 15.5", One color, both side print (80 gsm offset paper)	20 pcs	
61	Export Control Register	9.60" x 14.80", One color, both side print (80 gsm offset paper)	20 pcs	
62	FTT Register	16.70" x 10.90", One color, both side print (80 gsm ledger paper)	20 pcs	

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Sl.	Items	Specification	Minimum Order Quantity	Unit Price (as per specification & item) including VAT & Tax
63	Fixed Assets Register	8.8" x 11.25", One color, both side print (80 gsm offset paper)	20 pcs	
64	Foreign Demand Draft (FDD) Payable Register	16.70" x 10.90", One color, both side print (80 gsm ledger paper)	20 pcs	
65	Guarantee Register	16.70" x 10.90", One color, both side print (80 gsm ledger paper)	20 pcs	
66	Incoming Mail Register	9.60" x14.20", One color, both side print (80 gsm ledger paper)	100 pcs	
67	Inward Bill for collection Register	8.50" x 13.20", One color, both side print (80 gsm ledger paper)	20 pcs	
68	Insurance Register	8.60" x15.0", One color, both side print (80 gsm ledger paper)	20 pcs	
69	Instrument Cheque Return Register	16" x 10", One color, both side print (80 gsm ledger paper)	20 pcs	
70	Limit Register	9.75" x14.50", One color, both side print (80 gsm ledger paper)	20 pcs	
71	Leave Record Register	8.70" x11.30", One color, both side print (80 gsm offset paper)	20 pcs	
72	LC Transfer Register	16.70" x 10.90", One color, both side print (80 gsm ledger paper)	20 pcs	
73	LC Advice Register	16.70" x 10.90", One color, both side print (80 gsm ledger paper)	20 pcs	
74	Movement Register (Employee)	8.5" x 13.2", 68 gsm ledger, One color, both side print	20 pcs	
75	Outgoing Mail Register	9.60" x14.20", One color, both side print (80 gsm ledger paper)	100 pcs	
76	PAD Register	9.70" x14.60", One color, both side print (80 gsm ledger paper)	20 pcs	
77	Prize Bond Sales & Purchase Register	9.70" x14.70", One color, both side print (80 gsm offset paper)	20 pcs	
78	Key Register	9.60" x14.20", One color, both side print (80 gsm offset paper)	20 pcs	
79	Shipping Guarantee Register	16.70" x 10.90", One color, both side print (80 gsm ledger paper)	20 pcs	
80	Safe In Safe Register	9.0" x14.25", One color, both side print (80 gsm ledger paper)	20 pcs	
81	Stationery Register	9.60" x14.20", One color, both side print (80 gsm ledger paper)	20 pcs	
82	Stock Register for Cheque Book	12" x15.60", One color, both side print (80 gsm ledger paper)	20 pcs	

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Sl.	Items	Specification	Minimum Order Quantity	Unit Price (as per specification & item) including VAT & Tax
83	Vault Register	9.30" x14.60", One color, both side print (80 gsm ledger paper)	20 pcs	
84	Outgoing Bill for collection Register	8.50" x13.20", One color, both side print (80 gsm ledger paper)	20 pcs	
85	Legal Envelop	17.9" x 14", 100 gsm offset, 4 color print	1000 pcs	
86			3000 pcs	
87			5000 pcs	
88	A4 Envelop	9.6" x 12.5", 100 gsm offset, 4 color print	1000 pcs	
89			3000 pcs	
90			5000 pcs	
91	Medium Envelop	11" x 7.15", 100 gsm offset, 4 color print	1000 pcs	
92			3000 pcs	
93			5000 pcs	
94	Small Window Envelop with Adhesive	9.2" x 4.0", 100 gsm offset, 4 color print	1000 pcs	
95			3000 pcs	
96			5000 pcs	
97	Small Normal Envelop	10" x 4.25", 100 gsm offset, 4 color print	1000 pcs	
98			3000 pcs	
99			5000 pcs	
100	Dangler (Lives Green/ Priviledge Banking/ Labonno/ Probash Cash/ Priority Banking etc.)	8.5" x 10", 4 color print, Back to Back, Di Cut, String	500 pcs	
101			1000 pcs	
102	FDR Jacket	Plastic Cover, 4" x 8.10"	1000 pcs	
103			3000 pcs	
104			5000 pcs	



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Sl.	Items	Specification	Minimum Order Quantity	Unit Price (as per specification & item) including VAT & Tax
105	Voucher Cover (200 sheet per PAD)	5.4" x 9.4" folding, 90 pound craft paper	100 pad	
106	Single Debit Voucher (Gen-1), 100 set per PAD	4.3" x 7.3", 42 gsm Pink color, 1 color print, 1 pc per set	100 pad	
107	Single Credit Voucher (Gen-2), 100 set per PAD	7.5" x 3.5", 42 gsm blue color, 1 color print, 1 pc per set	100 pad	
108	Dual Currency Debit Voucher (Gen-3) 100 set per PAD	8.7" x 3.7", 42 gsm Pink color, 1 color print, 2 pcs per set	100 pad	
109	Double Currency Credit Voucher (Gen-4) 100 set per PAD	8.7" x 3.7", 42 gsm blue color, 1 color print, 2 pcs per set	100 pad	
110	Party Debit Voucher (Gen-5) 100 set per PAD	8.7" x 3.7", 42 gsm Pink color, 1 color print, 2 pcs per set	100 pad	
111	Party Credit Voucher (Gen-6) 100 set per PAD	8.7" x 3.7", 42 gsm blue color, 1 color print, 2 pcs per set	100 pad	
112			500 pad	
113	Loose Deposit Slip (100 sheet 50 set per PAD) Original China Paper	8.5" x 4.2", 42 gsm green color, Auto Carbon, 3 color print, 2 pcs per set	1000 pad	
114			2000 pad	
115	Single Deposit Slip (20 sheet 10 set per Book), Original China Paper with 01 perforation	8.5" x 4.0", 42 gsm green color, Auto Carbon, 1 color print, 2 pcs per set	10000 pad	
116			20000 pad	
117	IBCA/ IBDA (4 color 200 sheet 50 set per PAD)	8.8" x 7.3", Color Demy, Numbering	100 pad	
118			1000 pcs	
119	Letter Head PAD (100 sheet per bundle)	8.3" x 11.25", 100 gsm Offset, 4 color print	2000 pcs	
120			5000 pcs	

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Sl.	Items	Specification	Minimum Order Quantity	Unit Price (as per specification & item) including VAT & Tax
121	Cash Denomination/ Fly Leaf (100 sheet per PAD)	5.3" x 2.2", 50 gsm Amber, 1 color, 1 side	2000 pad	
122	Office File	10.4" x 13.9", 350 gsm Swedish Paper, 3 color, Di Cut	500 pcs	
123			1000 pcs	
124			2000 pcs	
125	Western Union Book (Original China Carbon)	11" x 8.5", Auto Carbon, 200 sheet per PAD	100 pad	
126	Credit Card Payment Slip (2 pages per set, 50 set per Book)	8.5" x 5.5", Auto Carbon (Original China), 1st Copy green, 2nd Copy Pink, 3rd Copy Blue, One side 4 color	200 pad	
127	Refreshment Box	<b>Size:</b> 6.5" x 4.3" x 2.5" <b>Upper Cover Material:</b> 200~300 gsm C2S Art Paper. <b>Lower food box:</b> 200~300 gsm Flute Paper. <b>Finish:</b> Glossy Lamination with Bank Branding 4 side, 4 color	100 box	
128			200 box	
129			500 box	

