

Tender Reference# MMBPLC/HO/CSD/RFQ/2026/02/088

**Tender Title- RFQ (Request For Quotation) for fixation of UPC (Unit Price Confirmation) i.e. unit rate for supply of Branch/ Sub-Branch Inauguration Balloon Gate, Ribbon etc. at Modhumoti Bank PLC.**

Dear Sir,

Quotation (BOQ with specification attached herewith) is hereby invited for fixation of UPC (Unit Price Confirmation) i.e. unit rate for supply of NCR Brand ATM/ CRM Receipt Paper Rolls at Modhumoti Bank PLC.

**Mentionable that based on UPC as well as specifications, the said items will be immediately be purchased. On the other hand, UPC shall be valid for next 06 (six) to 12 (Twelve) months after Bank's confirmation.**

You are requested to submit (HARD COPY) your offer in a closed envelope as per below specification within 2.00 P.M. on February 24, 2026 addressing "Chairman, Purchase Committee, CSD, Khandker Tower (Level-7), 94 Gulshan Avenue, Gulshan-1, Dhaka-1212. (Tender Reference# MMBPLC/HO/CSD/RFQ/2026/02/088)

- ✓ 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 Common Services Division, Head Office of the Bank.
- 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.



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- 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) 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.

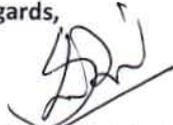
**The new bidders must submit the following Paper:**

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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**FINACIAL OFFER FORMAT WITH SPECIFICATIONS**

ITEM	Specification	Quantity	Rate (in BDT) (including VAT & Tax) (Inside Dhaka)	Rate (in BDT) (including VAT & Tax) (Outside Dhaka)
<b>Balloon Gate for Inauguration of MMBL Branch &amp; Sub Branch</b>	Customizable, latex or foil balloons mounted on sturdy, collapsible, or rigid, weighted, stands or arches. Common dimensions are (8-10) feet wide by (8) feet tall, with components often including PVC rods, and specialized clips, ensuring a secure, often 6~8 hour setup.	Unit Price		
<b>Interior Balloon Decoration for Inauguration of MMBL Branch</b>	Customizable, latex or foil balloons mounted through ceiling often 6~8 hour setup. Branch size 1800~3000 sft.	Unit Price		
<b>Interior Balloon Decoration for Inauguration of MMBL Sub-Branch</b>	Customizable, latex or foil balloons mounted through ceiling often 6~8 hour setup. Sub Branch size 800~1000 sft.	Unit Price		
<b>Branch Opening Ribbon</b>	high-quality, durable satin or silk, with common widths ranging from 4 inches for high visibility, and lengths ranging from 3 to 10 yards with Modhumoti Bank logo, color matched with logo (as per sample & Bank's approved design)	Per Rft.		
<b>Sound System</b>	Rent of 1~2 Microphone (Stand/ movable) with soundbox covering the Branch/ Sub-Branch inside space often 3~5 hours setup	Per Program		
<b>Dias Decoration and Podium Decoration with Flower</b>	Dias and podium decorations with flowers combine traditional diyas or modern structures with floral arrangements	Per Program		
<b>Bangladesh Bank License Binding</b>	A4 photo frames for prints measuring 210 x 297 mm (\(8.27\)\times 11.69\\) inches), a glass or acrylic front, with wooden, plastic, or fiber frames. Common, versatile for both portrait and landscape, hanging hooks.	Unit Price		