

Ref: MMBL/HO/CSD/RFQ/2026/02/087

February 26, 2026

Subject: Request for Quotation (RFQ) of Unit Price Contract (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.

Floor-Area wise Cleaning Materials & cleaner distribution (for branch & others):

Premises area wise cleaning materials distribution				
Description	Up to 1500 sft	1501 sft to 3500 sft	3501 sft to 5000 sft	5001 sft & above
Cleaning Materials	01 set	1.5 set	02 set	03 set
Cleaning Staff	01 person	02 person	03 person	04 person

1 (One) Set cleaning materials for Branches & Other Premises:

Description	Unit	Quantity
Floor Cleaner	Liter	2
Toilet Cleaner	Liter	2
Furniture Cleaner	Liter	1
Glass Cleaner/MR BRASSO/All purpose	250 ml	4
Savlon (Liquid Hand wash)	200 ml	2
Mop stand	Nos	2 (reusable)
Mop cloth	Nos	4
VIM Powder	500 gm	1
Wheel Powder	1 kg	1
Aerosol ACI 475 ml	nos	1
Air freshener ACI 300ml	Nos	2
Duster Cloth	Nos	15
Broom soft	Nos	3
Hand towel Tissue	Nos	2
Broom Hard	Nos	1
Hand Brush	Nos	1
Hand Gloves	Pair	2
Toilet Tissue	Nos	48
Steel Scourer (Majuni) - Scrubber	Nos	2
Cockroach Killing (Dhaka Gel/ equivalent)	Nos	2
Poly Bag (small)	Kg	1
Poly Bag (large)	Kg	5
Bleaching Powder	Kg	0.5
Naphthalene Balls	100 gm	2
Odonil Air Freshener	48 gm	4
Trix Dishwashing Liquid	1 liter	1
Plastic Shovel for collective dust	Nos	1

Area wise Cleaning Materials & cleaner distribution (for Sub branch & others):

Premises area wise cleaning materials distribution	
Description	Up to 1500 sft
Cleaning Materials	01 set
Cleaning Staff	01 person



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1 (One) Set cleaning materials for Sub Branches & Others (up to 1500 SQFT):

Description	Unit	Quantity
Floor Cleaner	Liter	1.5
Toilet Cleaner	Liter	1
Furniture Cleaner	Liter	0.5
Glass Cleaner/MR BRASSO/All purpose	250 ml	2
Savlon (Liquid Hand wash)	200 ml	1
Mop stand	Nos	1 (reusable)
Mop cloth	Nos	2
VIM Powder	500 gm	1
Wheel Powder	1 kg	1
Aerosol ACI 475 ml	nos	1
Air freshener ACI 300ml	Nos	1
Duster Cloth	Nos	10
Broom soft	Nos	2
Hand towel Tissue	Nos	1
Broom Hard	Nos	1
Hand Brush	Nos	1
Hand Gloves	Pair	1
Toilet Tissue	Nos	24
Steel Scourer (Majuni) - Scrubber	Nos	1
Cockroach Killing (Dhaka Gel/ equivalent)	Nos	2
Poly Bag (small)	Kg	1
Poly Bag (large)	Kg	3
Bleaching Powder	Kg	0.5
Naphthalene Balls	100 gm	2
Odonil Air Freshener	48 gm	2
Trix Dishwashing Liquid	1 liter	1
Plastic Shovel for collective dust	Nos	1

Brand Name of the products (Cleaning Material):

Items Description	Name of Brand
Air freshener	Angelic, ACI/ Fay
All Purpose Cloth Duster	Standard quality
Broom Hard	Standard quality
Broom Long	Standard quality
Broom Soft	Standard quality
Dish wash liquid	Trix/Vim
Hand Brush	Standard quality
Hand Towel Tissue	Bashundhara ,Fresh
Hand wash Liquid	Savlon/Detol/Seprnil/Lifeboy
Toilet Cleaner	Harpic
Cockroach Killing	Dhaka Gel
Mop Stand	Standard quality
Naphthalene	Super, Overseas Enterprise
Poly Bag	Standard quality(Black color)
Floor Cleaner	Lizol/Shinex (friendly flavor)
Furniture cleaner	Kelly's
Glass Cleaner	Mr. Brasso, kellys,
Toilet Tissue	Bashundhara/Fresh
Urinal Screen	Taski
Vim Powder 500gm	VIM
Wheel Powder 1000gm	Wheel



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Following equipment/items must be available at each site (if allocated with cleaning material):

Description	Quantity & Size
Wet & Dry Machine (for Head Office, only monthly deep cleaning purpose)	As per requirement
Mop Bucket set (for Head Office)	
Water Bucket & Mug	
Dust Pen small (Plastic)	
Dust pen Long (Aluminum & Plastic)	
Floor Squeeze Set	
Glass Squeeze	
Glass Squeeze Sponge/wiper set	
Toilet Squeezer	

Floor-Area wise Cleaning Materials & cleaner distribution (for Head Office):

Premises area wise cleaning materials distribution				
Description	At Gulshan Head Office (Level-7)	At Gulshan Head Office (Level-8)	At Gulshan Head Office (Level-13)	At Motijheel
Cleaning Materials	01 set	01 set	01 set	01 set
Cleaning Staff	06 person	5 person	5 person	04 person

For Head Office, two male/ female supervisors for Head Office, Gulshan and one Male/female supervisor for Head Office, Motijheel. For both sites one Cleaner In- Charge will be deployed by vendor.

1 (One) Set cleaning materials for Head Office Premises:

Description	Unit	Quantity
Floor Cleaner	Liter	3
Toilet Cleaner	500 ml	7
Furniture Cleaner	Liter	2
Glass Cleaner/MR BRASSO/All purpose	250 ml	6
Savlon Handwash Aloe Vera 5 Liter	Nos	1.5
Mop stand	Nos	3 (reusable)
Mop cloth	Nos	8
VIM Powder	500 gm	1
Wheel Powder	1 kg	1
Duster Cloth	Nos	48
Broom soft	Nos	12
Hand towel Tissue	Nos	7
Broom Hard	Nos	2
Hand Brush	Nos	2
Hand Gloves	Pair	2
Toilet Tissue	Nos	276
Steel Scourer (Majuni) - Scrubber	Nos	4
Cockroach Killing (Dhaka Gel/ equivalent)	Nos	4
Poly Bag (small)- Bin Cover	Kg	2
Poly Bag (large)	Kg	10
Bleaching Powder	Kg	1
Naphthalene Balls	100 gm	4
Odonil Air Freshener	48 gm	28
Trix Dishwashing Liquid	1 liter	2
Plastic Shovel for collective dust	Nos	2



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WORKING PROCESS:

▪ **Daily Basis**

i) *Entire Area*

- Collect all garbage, waste material, and take it to the dustbin & remove.
- Cleaning dust of all reachable & visible surfaces,
- Cleaning of desks, furniture, doors, walls, mirrors, floors, outside of the premises etc. with respective chemical.
- Mopping all hard floor surfaces,
- Mopping of busy areas in regular intervals by placing warning sign (Wet Floor).
- Hard Stain Removing of floors and furniture,
- Broom all areas where needed at regular intervals.

ii) *Toilets*

- Check tissue papers, liquid soaps,
- Mopping as and when required,
- Check Basins/commode/water tapes,
- Check water supply & showers,
- Cleaning of Dustbin,
- Ensure that sweeping/mopping is done well and no bad smell exists in the toilets,
- Hard Stain Removing of floors.
- Water spot removing from washroom fittings with respective chemical.
- Keep the floor dry.
- Maintain registrar/check list to record toilet cleaning & other toilet services.
- Clean the Commode, urinal, basin, partition & every corner area of washroom with wearing the hand gloves & respective chemical.

▪ **Weekly Basis**

- Deep cleaning the floors with scrubbing.

▪ **Monthly Cleaning**

- Receiving of necessary chemical and light tools as necessary,
- Deep Cleaning with Removing Dust and cobwebs from wall, washroom partitions, light, fans, reachable ceiling including various inside sign board.

▪ **Quarterly Basis**

- Quarterly analysis of all task, whether it is done appropriately or not.

Others Terms & conditions:

1. BANK has the right to increase/decrease the number of cleaners as per it's requirement by giving one month notice & the monthly bill should be made based on actual cleaners presence.
2. The Company must ensure and provide the dress code for the cleaners with their offer. Proper Dress code must be maintained at both at Head Office as well as at Branch/ Sub Branch.
3. The Contractor will supply all kinds of necessary cleaning materials, Machineries, chemicals as required for the purpose of regular cleaning. The Contractor has to ensure the supply of cleaning materials, chemicals, consumable and relevant necessary items of the following month by 25th day of every month. If the cleaning material/consumable items is found delayed in delivering or in short quantity, Bank will arrange the items on their own & the cost (at actual cost) will be adjusted from monthly bill of Contractor.
4. The contractor will be penalized per instance basis as per Bank's discretion , if the quality of service disrupted for any means (Such as - failure to supply cleaning materials /consumable items in due date & not maintaining mentioned brand, cleaning materials shortage, cleaner's negligence, Cleaner not cleaning properly, cleaner not found in respective post, cleaners found in unnecessary gossiping & gathering, Cleaner, supervisor & Site Coordinator absence, cleaners not found in proper dress code , misconduct of cleaning staff, etc.). The First party will deduct the amount from that month's Service charge when paying.
5. The contractor must ensure to collect all Garbage (including sensitive items like masks, gloves, head cap, battery etc.) from BANK Premises and remove as well as dispose in proper way at his own arrangement & own cost.



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6. To provide and supply at contractor's own expenses competent staff and workers (Above 18 years old) to perform duties within the scope of work hereof. These employees shall be in the payroll of Contractor and Purchaser shall never bear any responsibility for them or treat them for any benefits which paid to the regular employees of Purchaser.
7. To provide at contractor's own expense the necessary cleaning equipment and cleaning and disinfected materials for use in carrying out its contractual duties hereunder. Maintenance of these equipment's shall always be the responsibility of Contractor and Purchaser shall not take any responsibility of any damage for the same.
8. Regular service hour 8~10 hours per day. Labor law must be followed by the vendor.
9. The cleaning & maintenance service agreement will be valid for two years. However, Bank can terminate/cancel the agreement by giving one month notice period. Service provider/vendor can terminate/cancel the agreement by giving three months' notice period by mentioning valid reason.

General Teams & Condition:

- 1) **TAX & VAT:** Price includes TAX & VAT and delivery any kind of charges thereof.
- 2) **Deployment:** All Branch and Head Office of Modhumoti Bank as per requirement.
- 3) **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 12.00 pm on or before March 08, 2026. 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.
- 4) **Quotation Validity:** Submitted Price Quotation should be valid for 06 (six) months.
- 5) **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.
- 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.



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FINANCIAL OFFER FORMAT FOR CLEANING SERVICES

SL	Item	Size of the premises	Rate/Sft. (with all cleaning materials)		Rate/Sft. (without cleaning materials)	
			Inside Dhaka City	Outside Dhaka City	Inside Dhaka City	Outside Dhaka City
1	CLEANING SERVICE FOR BANK PREMISES (Branch & Sub Branch)	Up to 1500 sft				
		1501 sft.~3500 sft.				
		3501 sft.~5000 sft.				
		above 5000 sft.				
2	CLEANING SERVICE FOR BANK PREMISES (Head Office) (with Cleaning In Charge as mentioned above)	Gulshan Head Office at Level-7, 8 & 13, Khandker Tower, 94 Gulshan Avenue, Dhaka (11,500 sft. x 3 floor = 34, 500 sft.)				
		Head Office at DCCI building (1st Floor), 65-66, Motijheel C/A, Dhaka (8,000 sft.)				