

Tender Reference# MMBPLC/HO/CSD/2026/08/130

August 30, 2026

Tender Title- **"RFQ (Request for Quotation) for supplying Stationery Items for proposed Feni Branch of Modhumoti Bank PLC."**

Dear Sir,

Quotation (BOQ attached herewith) is hereby invited for supplying Stationery Items for proposed Feni Branch of Modhumoti Bank PLC.

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 4.00 P.M. on September 03, 2026** addressing "Chair, Purchase Committee, CSD, Khandker Tower (Level-7), 94 Gulshan Avenue, Gulshan-1, Dhaka-1212. (Tender Reference# MMBPLC/HO/CSD/RFQ/2026/08/130).

- ✓ 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.
- ✓ No retention money is required.

General Terms and Conditions:

1. Purchaser's Right:

The Purchaser reserves the right to accept/ cancel/ reject any or all offer without assigning any reason. The Purchaser is not obliged to purchase the lowest offer or any offer at all. The Purchaser reserves the right to share the Bidder's response to this RFQ with its advisors and Purchaser Business Units. Purchaser reserves the right to: conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations.

2. Bid Submission/ Closing Date:

The Quotation shall be mail to the below mentioned address: Chairman Purchase Committee, CSD Division 7th Floor, Modhumoti Bank PLC. Khandker Tower, 94, Gulshan Avenue, Dhaka by 4.00 PM (Bangladesh Standard Time) on **September 03, 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.

3. Required Content of the Quotation:

Quotation must be submitted as per prescribed form as instructed below:

- a. Proposal must be addressed for "Chairman Purchase Committee" of Modhumoti Bank PLC.
- b. Complete proposal/offer must be signed with date by the authorized representative of the company.
- c. Proposal must be submitted by the company's PAD.
- d. Additional bills should be avoided as much as possible. If required, previously approval must be taken from the bank's authority.

4. Quotation Validity:

The Quotation shall be valid for 30 calendar days from the Quotation submission/ closing date.

5. Manipulation or any kind of unusual approach or failure to submit the proposal/offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.

6. Commercial Terms and Conditions:

- a. Price includes TAX & VAT and delivery any kind of charges thereof.
- b. Delivery is to be done with Coordination of CSD at MMBPLC. Head Office, Gulshan, Level-07.
- c. Delivery is to be made within 10 Days (inclusive of weekends/holidays) or as per Bank requirement.
- d. Penalty will be imposed and deducted from the bills at the rate of 1% of total Work Order/Purchase Order amount in case of delay in each day. Bank MUST be informed in written for any foreseeable delay

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due to uncontrolled situations prior to exceed the delivery lead time which may be considered by the Bank if situations justify such delay.

- e. In the event of supply of any items, which do not match with the required specification, quantity or sample's quality or is of substandard quality, the Bank reserves the right for outright rejection of the goods, and the supplier will have to take back those at their own cost and will replace with acceptable quality within the time frame as mutually agreed upon by the Bank and the Supplier.
- f. In case of any technical or financial damage or any kind of damages thereof in regard to supplied goods/services/works or lives or properties either owned by the Bank or others during the time of delivery complete compensation is to be borne by your company and to be settled within 30 days.
- g. Mode of Payment will be as under:
 - 100% payment may be made after completion of Job.
- h. Modhumoti Bank PLC. reserves the right to cancel the RFQ/Work Order or Purchase Order at any time without assigning any reasons thereof. However, Bank will duly compensate for the delay rejection provided sufficient documents are provided against such compensation.

7. Payment:

- Bill should be submitted along with Work Order and Delivery Challan and No Objection Certificate (NOC) signed by the Respective Branch/Head Office.
- Price includes delivery and other charges.
- All Price should be including all VAT and TAX. Necessary VAT & Tax will be deducted from your bill as per latest Govt. circular.
- Payment will be made after submission the bill only through account transfer/ Pay Order.
- Payment Schedule will be as per Modhumoti Bank PLC.

Vendors whose scope of works does not match with the said job need not to submit their offer.

Regards,


S. M. Shahin Iqbal
VP & Head of Common Services Division
Member Secretary, Purchase Committee
Modhumoti Bank PLC.



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Financial Offer format ("Stationery Items for proposed Feni Branch of Modhumoti Bank PLC.")

SN	Product Name	Unit	Qty.	Price (Per Unit)	Total
01	Anti-cutter	Pc	2		
02	Ball Pen- (Black)	Pc	12		
03	Ball Pen- (Blue)	Pc	12		
04	Ball Pen- (Red)	Pc	6		
05	Bin (Basket)	Pc	5		
06	Binder clip (Big)	Box	1		
07	Binder clip (Medium)	Box	1		
08	Binder clip (Small)	Box	1		
09	Calculator	Pc	5		
10	Card holder	Pc	2		
11	Eraser	Pc	5		
12	Scotch tape (Big)	Pc	2		
13	Scotch tape (Small)	Pc	2		
14	Fluid	Pc	5		
15	Glue Stick	Pc	2		
16	Highlighter	Pc	5		
17	Jams Clip/ Plastic	Box	5		
18	Marker pen	Pc	5		
19	Money Sponge	Pc	2		
20	Pen Stand (Small)	Pc	5		
21	Pencil	Pc	5		
22	Pin Remover	Pc	5		
23	Punch Machine (Small)	Pc	5		
24	Ring File	Pc	4		
25	Scale	Pc	5		
26	Scissor	Pc	2		
27	Sharpener	Pc	5		
28	Slip Pad	Pc	500		
29	Slip Pad box	Pc	5		
30	Stapler (24/6)	Pc	5		
31	Stapler Pin (24/6)	Box	10		
Total					