Modhumoti Bank PLC.
Your Partner for Success
Common Services Division

Date- 11 November, 2026

Tender Reference# MMBPLC/HO/CSD/2026/11/150

Tender Title- ***"RFQ (Request for Quotation) for Signage & Branding Works at Modhumoti Bank PLC.***

Dear Sir,

Quotation (BOQ attached herewith) is hereby invited for Signage & Branding Works at ***Modhumoti Bank PLC.***

You are requested to submit **(HARD COPY)** your offer in a closed envelope as per BOQ specification **within 12.00 P.M. on 15 November, 2026 addressing "Chair, Purchase Committee, CSD, Khandker Tower (Level-7), 94 Gulshan Avenue, Gulshan-1, Dhaka-1212. (Tender Reference# MMBPLC/HO/CSD/RFQ/2026/11/150).**

- ✓ **Only relevant enlisted 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 submitting to the below mentioned address: Chairman Purchase Committee, CSD Division 7th Floor, Modhumoti Bank PLC. Khandker Tower, 94, Gulshan Avenue, Dhaka by 12.00 PM (Bangladesh Standard Time) on **15 November, 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. Must mentioned the "**Tender Reference# MMBPLC/HO/CSD/RFQ/2026/11/150"** top of the Envelop.
   c. Complete proposal/offer must be signed with date by the authorized representative of the company.
   d. Proposal must be submitted by the company's PAD.
   e. Additional bills should be avoided as much as possible. If required, previously approval must be taken from the bank's authority.

4. **Quotation Validity:**
   Modhumoti Bank PLC will set the UPC (Unit Price Confirmation) for the mentioned item. The Quotation shall be valid for 12 Month and extendable for further as per both party agreed 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 as per site requirement with Coordination of CSD at all premises of Modhumoti Bank PLC.
   c. Project Delivery is to be made within stipulated time mentioned in the work order/work confirmations (inclusive of weekends/holidays) or as per Bank requirement.

Modhumoti Bank PLC. CSD Head Office Dhaka

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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 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 along with necessary challan & clearance from respective ***end user***.

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, Delivery Challan and No Objection Certificate (NOC) signed by the Respective Branch.
- 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.
- 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.

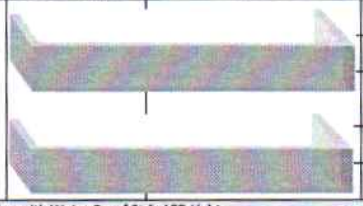
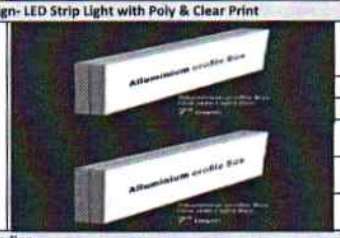
Regards,

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

Modhumoti Bank PLC.								
Rates for Profile Signboard Installation, Branding Works, Repairing & Servicing at Branches, Sub-Branches, Agent Outlets and Collection Points								
SL	Branding Particulars	Details of the Work	Items	Material Specification	Brand	Warranty Period	Unit of Quotation	Unit Price (BDT) Including VAT & Tax
1	New ACP & Acrylic-LED Signage - Standard	Combination of CNC router cutting 3mm ACPboard with 3" thickness depth box, laser cutting3mm opal acrylic for sacrificial, laser cutting 8mmclear acrylic & to 3mm opal white acrylic for 3dlettering, combination of fiber laser cutting 18swg& 22swg MS sheet with 2.5" depth, laser cutting3mm acrylic with best quality UV print for Logo,ACP box inside MS box frame, best quality LED module by SAMSUNG, best quality water proofpower supply by ZINBO etc.	ACP & Acrylic-LED Signage	N/A	ACP-Tiger/Dynamic/Bangla . Acrylic-N.S.P (Star Poly Industry), LED Strip Light-Best Quality, Powder Coted Round Border for Latter	6 Month	Per SFT	
2	New ACP-Acrylic-LED Signage - (Servicing)	LOGO & Board Servicing Charge (LED Strip Light, Power supply will be Actual)	N/A	N/A	N/A		Per SFT	
3	Glass Branding	One Way Inkjet Print & Pasting	N/A	N/A	NAR/Appolo	06 Months	Per SFT	
4	ATM Booth Glass Branding	Frosted sticker	N/A	N/A	N/A	06 Months	Per SFT	
5	Wall Branding	Inkjet Print Matt lamination & Pasting	PVC Board	3mm	RFL-Laurel/Partex/Nahee	06 Months	Per SFT	
			Print material	N/A	NAR-Micron 100			
6	Outside Indicator	Reflective sticker print and pasting	N/A	N/A	N/A	06 Months	Per SFT	
7	Profile Lightbox	Thai Aluminum LED Tube Light, Pena Reverse Print Making Fitting & Fixing	Profile	Aluminium Profile	Falcon/Alco/Kai	06 Months	Per SFT	
		(01 LED tube in each 5 square feet)	GP Sheet	28 gauge	Abul khair/Japan Standard			
		(01 angle in each 5 feet)	Box Pipe	EM Box Pipe 12 X 12 X 0.60 MM	Falcon/Nahee/Kai			
		(01 box pipe in each 3 feet)	Pena	Media-Genuine (Reverse)-GSM-510-520	Apollo Flex			
		Tube Light	LED Tube	LED T8 Tube Light - 20 W	Transtec/Blaze/Energy Pac/Click			
		Fitting Angle	Angle	1.5x1.5, 03mm	VSL/RIL			
		Electrical cable for inside/outside connection	Electrical Wire	14/76	Bizli/BRB/BBS			

SL	Branding Particulars	Details of the Work	Items	Material Spec,ation	Brand	Warranty Period	Unit of Quotation	Unit Price (BDT) including VAT & Tax
8	Vertical Lightbox	Thai Aluminum LED Tube Light, Pena Reverse Print Making Fitting & Fixing (Size: W-3.25xH-5 feet) **(04 LED Tube in each lightbox)**	Profile	Aluminium Profile	Falcon/Alco/Kai	06 Months	Per SFT	
			GP Sheet	28 gauge	Abul khair/Japan Standard			
			Box Pipe	EM Box Pipe 12 X 12 X 0.60 MM	Falcon/Nahee/Kai			
			Pena	Media-Genuine (Reverse)-GSM: 510-520	Apollo Flex			
			LED Tube	LED T8 Tube Light - 20 W	Transtec/Blaze/Energy Pac/Click			
			Angle Structure	ANGLE 3/4	VSL/RIL			
			Electrical Wire	14/76	Bizli/BRB/BBS			
9	Letter Sign (Doco_Non-lit)	12mm Acrylic Letter Laser cutting Doco paint Babeling & fitting	Acrylic Letter	PAK / IND	N.S.P (Star Poly Industry)	06 Months	Per Doco	
	(Only Logo)	Whole Doco- W-47.5"xH-16.5"						
		(Logo: W-26"xH-16", ,: W-19.5"xH-7")						
10	Letter Sign (Non-lit)	3mm Acrylic & Letter Laser Cutting 3mm Acp CNC Router Cutting , Making, Fitting & Fixing	Acrylic Letter	PAK / IND	N.S.P (Star Poly Industry)	06 Months	Per SFT	
	(Logo, , letter and Branch name)		ACP	N/A	Tiger/Bafoni			
11	LED Sign	12mm Acrylic, 18mm pvc Letter Laser Cutting 3mm Acp CNC Router Cutting, LED Light, Box Making & Fitting (only for Branch). Size: W-4xH-2.5 feet (can be changed based on space)	Acrylic Letter	PAK / IND	N.S.P (Star Poly Industry)	06 Months	Per SFT	
	(Logo & , letter)		ACP	N/A	Tiger/Bafoni			
			LED Strip	N/A	China			
12	LED Sign, Acyralic Signage (Full Board Lit), ACP Signage	12mm Acrylic, 18mm pvc Letter Laser Cutting 3mm Acp CNC Router Cutting, LED Light, Box Making & Fitting (only for Branch). Size: W-7xH-3 feet (can be changed based on space)	Acrylic Letter	PAK / IND	N.S.P (Star Poly Industry)	06 Months	Per SFT	
	(Logo, , letter and Branch name)		ACP	N/A	Tiger/Bafoni			
			LED Strip	N/A	China			
13	Profile Lightbox : Pena Change	**Eco-Solvent Print color** or Pena Reverse	Pena	Media-Genuine (Reverse)-GSM-510-520	Apollo Flex	06 Months	Per SFT	
		Print, Making, Fitting & Fixing						
14	Vertical Lightbox : Pena Change	Pena Reverse Print, Making, Fitting & Fixing	Pena	Media-Genuine (Reverse)-GSM-510-520	Apollo Flex	06 Months	Per SFT	
15	Signboard Repairing	Sign Board take down & lifting, GP sheet change, EM box pipe change, cable change, electrical wiring, light replacement, fitting & fixing, Rope, Labour, angle (1.5"x1.5"-5 mm) & other instruments. **(Cost of LED tube, angle and 3/22 cable will be billed**	Profile	Aluminium Profile	Falcon/Alco/Kai	06 Months	Per SFT	
			GP Sheet	GP Sheet	Abul khair/Japan Standard			
			Box Pipe	EM Box Pipe 12 X 12 X 0.60 MM	Falcon/Nahee/Kai			
			Electrical Wire	14/76	Bizli/BRB/BBS			

SL	Branding Particulars	Details of the Work	Items	Material Spec,ation	Brand	Warranty Period	Unit of Quotation	Unit Price (BDT) including VAT & Tax
16	Signboard Servicing	Sign Board take down & lifting, cable, electrical wiring, light replacement, fitting, fixing, rope, labour & other instruments. **(Applicable for light change, Angle repair and Cable connection)**	N/A	N/A	N/A	06 Months	Per signboard	
17	Signboard Relocation	Removing, fixing, fitting, rope, labour & other instruments.	N/A	N/A	N/A	06 Months	Per signboard	
18	LED Tube	LED Tube	LED Tube	LED T8 Tube Light - 20 W	Transtec/Blaze/Energy Pac/Click	06 Months	Per pcs	
19	LED Strip Light	LED Strip Light change	N/A	N/A	China	06 Months	Per pcs	
20	Pole Structure for Vertical Lightbox Installation	(16ft MS Box Pipe (02 pieces) 3mm 1.5" x3"(3ft underground for Base), 1.5" x1.5" angle [Double Ms Box Pipe Per Structure] Casting: Brick. Sand, Cement, labor & Rented Welding Machine)	MS Box Pipe/Dia pipe	N/A	Falcon/Nahee/Kai	06 Months	Total installation	
21	MS Road Sign (including installation)	Casting: Brick, sand, cement, labor & rented welding machine. Dhalai ratio- 1:1:3	N/A	Board size: 4'x3' with MS pole1.5x1.5-28 RFT	N/A	06 Months	Total installation	
22	Iron Angle	Iron angle: 3mm	1.5x1.5	N/A	VSL/RIL	06 Months	Per rft	
			3,/4	N/A	RIL/Local		Per rft	
23	Cable	Electrical cable for inside/outside connection	3,/22	N/A	Bizli/BRB/BBS	06 Months	Per rft	
			14/76	N/A	Bizli/BRB/BBS		Per rft	
24	Power supply	Power supply for LED sign	12V-20A	N/A	China	06 Months	Per pc	
			12V-30A	N/A	China		Per pc	
25	Sandwich Board	5mm PVC inject/vinyl UV print	N/A	5mm PVC inject/vinyl UV print, ss Nob	N/A	06 Months	Per pcs	
26	Sandwich Board	8mm PVC inject/vinyl UV print	N/A	8mm PVC inject/vinyl UV print, ss Nob	N/A		Per pcs	
27	SS Nob	Standard Size -1/2" or 3/4"	N/A	N/A	N/A	N/A	Per pcs	
28	Table Talker	3mm PVC inject/vinyl UV print	N/A	9inch X 5inch, PVC Board 3mm+3mm pasting Matt Lamination	N/A	N/A	Per pcs	
29	X banner	X Banner with alluminium X stand	N/A	N/A	N/A	N/A	Per pcs	
30	Transport Cost (Inside Dhaka & Narayanganj)	Transport cost with materials carry (Including measurement collection)	N/A	N/A	N/A	N/A	Per job	
31	Transport Cost (Outside Dhaka)	Transport cost with materials carry (Including measurement collection)	N/A	N/A	N/A	N/A	Per job	
Branch Sign with Normal Tube Light								
32			MS square bar	1" X 1" Or .75" X .75" (20 guage)	N/A	06 Months	SFT	
			Back sheet	Japanese color sheet, 26 gauge				
			Light	Tube Light Philips & Ballast Raser				
			Trim Cap with Frame	Using Localy available aluminum profile				
			Flex	Reverse printed flex of 550 to 650 GSM				
Branch Sign with LED 18 Tube Light								
33			MS square bar frame	1" X 1" Or .75" X .75" (20 guage)	N/A	06 Months	SFT	
			Back sheet	Japanese color sheet, 26 gauge				
			Light	LED Tube Light T-18 Hosaf / Philips / Rangs				
			Trim Cap with Frame	Using Localy available aluminum profile				
			Flex	Reverse printed flex of 550 to 650 GSM				

Branch Sign with LED Light and SS Frame							
34		MS square bar frame	1" X 1" Or .75" X .75" (20 guage)	N/A	06 Months	SFT	
		Back sheet	Japanese color sheet, 26 gauge				
		Light- AC/DC Module	Spread Light specially design for backlit sign				
		Trim Cap with Frame	Mentioned				
		Flex	Reverse printed flex of 550 to 650 GSM				
ATM Sign - I or L or U Shaped							
35		MS square bar frame	1" X 1" Or .75" X .75" (20 guage)	N/A	06 Months	SFT	
		Back sheet	Japanese color sheet, 26 gauge				
		Light- AC/DC Module	Spread Light specially design for backlit sign				
		Trim Cap with Frame	None magnetic SS hairline				
		Flex	Reverse printed flex of 550 to 650 GSM				
Branch Sign with Water Proof Strip LED Light							
36		MS square bar frame	1" X 1" Or .75" X .75" (20 guage)	N/A	06 Months	SFT	
		Back sheet	Japanese color sheet, 26 gauge				
		Light	Water Proof Strip LED Light & Special Power Supply				
		Trim Cap with Frame	Using Locally available aluminum profile				
		Flex	Reverse printed flex of 550 to 650 GSM				
Branch Sign- LED Strip Light with Poly & Clear Print							
37		Profile	Using Locally available aluminum profile	N/A	06 Months	SFT	
		Poly	Best Quality				
		Clear print					
		LED Strip Light	Water Proof Strip LED Light				
		Power supply	Special Power Supply				
		Backside PVC Board	8 mm				
ATM Branding							
38		Glass Door	Mirror print on clear film paste with white Opague vinyl	N/A	06 Months	SFT	
		Glass Door side glass space	Mirror print on clear film paste with white Opague vinyl				
ATM Bell Sign / Marker Sign							
39		Acrylic	2mm translucent	N/A	06 Months	PCS	
		Oval	Heat compressed to make oval				
		SS frame	SS round frame with MS angel for fixing				
		Lighting	Even lighting by LED beam light				
Branch Inside or Indoor Branding or Outdoor Branding or Display Items							
40	Inkjet print		Print, Lamination and pasting	N/A	06 Months		
41	Inkjet print with PVC Board		Print paste on 5mm PVC board	N/A			
42	Inkjet print with PVC Board		Print paste on 8mm PVC board	N/A			
43	Solvent Vinyl		Print, Lamination and pasting	N/A			
44	Solvent frosted vinyl		Print and paste on glass	N/A	06 Months		
45	Solvent clear media		Print and paste on glass	N/A	06 Months		
46	Solvent reflective vinyl		Only print without pasting	N/A	06 Months		
47	Solvent reflective PVC		Only print without pasting	N/A	06 Months		
48	Solvent one way vision		Print and paste on glass	N/A	06 Months		
49	Banner		Solvent print on PVC flex and deliver	N/A	06 Months		

50	Festoon	Solvent printed PVC flex, make holo on top for hanging, plastic pipe and 2 decorative block	N/A	06 Months	As per unit	
51	X-Banner 5ft X 2ft	PVC printed flex fixed with X-Banner	N/A	06 Months		
52	X-Banner 4ft X 8ft	PVC printed flex fixed with X-Banner	N/A	06 Months		
53	Smart stand	MS made stand with SS pipe and PVC flex print 21"X63"	N/A	06 Months		
54	Banner display - MS frame	PVC printed flex fixed with MS square bar farme	N/A	06 Months		
55	Banner display - wooden frame	PVC printed flex fixed with wooden farme	N/A	06 Months		
56	Banner Display I-Let	Inject Print	N/A	06 Months		
57	Glass Poster	Inkjet print psate on 5 mm Glass	N/A	06 Months		
58	Glass Poster	Inkjet print psate on 8 mm Glass	N/A	06 Months		
59	Glass Poster	Inkjet print psate on 10 mm Glass	N/A	06 Months		
60	Poster	Print on PVC	N/A	06 Months		
61	Frosted Paper with Glass	Print & Fitting with Glass	N/A	06 Months		
62	Nob	For poster display	N/A	06 Months		
63	Sticker	For poster display	N/A	06 Months		
64	Sticker	2 MM Indicator Sticker	N/A	06 Months		
65	Logo (Inkjet vinyl print with lamination & PVC Board) 5 mm	Pasting & Wall Fitting	N/A	06 Months		
66	Heavy wooden frame with solven PVC Print feeting	Pasting & Wall Fitting	N/A	06 Months		
Branch Inside or Indoor Branding or Outdoor Branding or Display Items						
67	Profile box pipe and solvent pvc print feeting		N/A	06 Months	SFT	
68	Dummy Cheque	Inkject print glossy lamination & 5mm PVC board pasting	N/A	06 Months	Per Pcs	
69	Cable for profile light box		N/A	06 Months	Per Coil	
Repair Works						
70	Labor job	Bring down, dismantle, repair and install including panaflex	N/A	06 Months	SFT	
71	Light	Tube Light	N/A	06 Months	Per PCS	
72	Light	LED Light	N/A	06 Months	Per PCS	
73	Ballast	Replace ballast	N/A	06 Months		
74	Starter	Replace starter	N/A	06 Months		
75	Power supply	Replace power supply	N/A	06 Months	Per PCS	
76	Switch board	Replace switch board	N/A	06 Months	Per PC	
79	Angle Frame	Bring down, dismantle, repair Maintainance, and install including panaflex.	N/A	06 Months	Per Light Box	
80	Angle Frame	New Signboard Installation	N/A	06 Months	Per Light Box	
Others Accommodation Cost:						
81	Site inspection and PPT Cost		N/A	06 Months	PER	
82	Installation & Commissioning Cost:		N/A	06 Months		
83	Transportation Cost: As per challan/ voucher from the transport authority.		N/A	06 Months		
	VAT & TAX		N/A	06 Months		