

Subject: RFQ for Outsourced Contact Point Verification (CPV) for Credit Card/ Other Applications

SL.	Check Point Verification (CPV) Category		Reports to	Report Delivery time		Unit Price	
				Inside Dhaka	Outside Dhaka	Inside Dhaka	Outside Dhaka
1	Applicant's Address (any two as per Bank's requirement) and Applicant's Signature & Mobile Number Verification.	a) Permanent Address	Card Division (Business), Head Office, Gulshan, Dhaka				
		b) Residential Address					
		c) Office/Business Address					
2	Letter of Introduction (LOI)/Salary Certificate/Pay Slip Verification						
3	Bank Statement Collection/ Verification						
4	Business Firm/Office Photo/Client's photo verification (optional)						

General Terms and Conditions:

- 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.
- The Quotation submission type:** The Quotation shall be submitted through hard copy.
- Proposal must be addressed for "Chairman Purchase Committee" of Modhumoti Bank Limited, Head Office, Khandker Tower, Level-7, 94 Gulshan Avenue, Gulshan, Dhaka-1212.
- Proposal Submission Time:** Proposal must be submitted by 16:00 PM (Bangladesh Standard Time) 16th February, 2023.
- Required Content of the Quotation:** Quotation must be submitted as per prescribed form as instructed above.
- Complete proposal/offer must be signed with date by the authorized representative of the company.
- Quotation Validity: The Quotation shall be valid for 1 year (360) calendar days from the Quotation submission date.
- 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.
- Commercial Terms and Conditions:**
 - Price:** The quoted price should include applicable VAT & AIT. The rate of VAT & AIT should be mentioned in the quotation. The bidder shall have to submit the price in the letter head pad.
 - Payment Terms:** Payment will be made at every month upon submission of the bill with work notification/ work order & original challan which is duly signed by authorized personnel (Name & Seal, if available).
 - Payment will be made through Bank Account only.
- The Bidder shall have to submit their proposal as per the format attached with the RFQ. Any proposal not following the format will be considered as disqualified and will not consider for evaluation.

Thanks & regards,

Shah Md. Humayun Kabir
VP & Head of CSD
Modhumoti Bank Limited.