

Ref: MMBL/HO/CSD/RFQ/2023/03/012

Date: 09/03/2023

Subject: RFQ for Printing & Stationery Items of Modhumoti Bank Limited.

Dear Sir:

Modhumoti Bank Limited invites financial proposals for **Printing & Stationery Items** mentioned in the RFQ from reputed companies

Product Specification:

(Attached File)

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, Modhumoti Bank Limited, Common Services Division, 7th Floor, Khandker Tower, 94 Gulshan Avenue, Dhaka- 1212, Dhaka by 12:00 PM **March 16, 2023**. 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:
 - i. Proposal must be addressed for "Chairman Purchase Committee" of Modhumoti Bank Limited.
 - ii. Complete proposal/offer must be signed with date by the authorized representative of the company.
4. **Quotation Validity:** The Quotation shall be valid for 1 year (360 calendar days) from the Quotation submission/ closing date.
5. Manipulation or any kind of unusual approach or failure to submit the proposal/offer within the stipulated time frame will be treated as "Disqualification" to attend in the bidding.

Commercial Terms and Conditions:

1. Price: The quoted price should **include VAT & Taxes**. The rate of VAT should be mentioned in the quotation.
2. Delivery Place: Dhaka, Bangladesh.
3. Payment Terms: Payment will be made after Final Acceptance (FAC will be given after successful delivery) & upon submission of the bill with work order & original Challan which is duly signed by authorized personnel (Name & Seal, if available). Payment will be made through Bank Account only.
4. Price Submission: The bidder shall have to submit the price in the letter head pad.
5. 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 disqualify and will not consider for evaluation.

Thanks & regards.

Shah Md. Humayun Kabir

VP & Head of Common Services Division (CSD)

Modhumoti Bank Limited

Head Office, Khandker Tower (Level-7)

94 Gulshan Avenue, Dhaka-1212.

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Request for Quotation (RFQ) of Charge Document

March 09, 2023

SI	Items	Description	Lot Size	Unit Price	Remarks
01	Hypothecation of Goods	8.25x13.5, 68 gsm Ledger , One color, One Side Print	100 pad		
02	Hypothecation of Debit & Assets	8.25 x 13.5, 68 gsm Ledger , One color, Both Side Print	100 pad		
03	Indemnity for Lost Document	8.25 x 13.5, 68 gsm Ledger , One color, single Side Print	100 pad		
04	Letter of Encashment	8.25 x 13.5, 68 gsm Ledger , One color, single Side Print	100 pad		
05	Letter of Trust Receipt (BTB)	8.25 x 13.5, 68 gsm Ledger , One color, both Side Print	100 pad		
06	Letter of Trust Receipt (Consumer)	8.25 x 13.5, 68 gsm Ledger , One color, Single Side Print	100 pad		
07	Letter of Trust Receipt (General)	8.25 x 13.5, 68 gsm Ledger , One color, Single Side Print	100 pad		
08	Letter of Revival	8.25 x 13.5, 68 gsm Ledger , One color, Single Side Print	100 pad		
09	Letter of Acknowledgement for Loan Liability	8.25 x 13.5, 68 gsm Ledger , One color, Single Side Print	100 pad		
10	Letter of Lien	8.25 x 13.5, 68 gsm Ledger , One color, Single Side Print	100 pad		
11	Letter of Guarantee for Opening LC	8.25 x 13.5, 68 gsm Ledger , One color, Both Side Print	100 pad		
12	Letter of Lien Authority for Advances to 3rd Party	8.25 x 13.5, 68 gsm Ledger , One color, Both Side Print	100 pad		
13	Letter of Undertaking	8.25 x 13.5, 68 gsm Ledger , One color, One Side Print	100 pad		
14	Letter of Disbursement of Loan	8.5X6.5, Paper: 68 GSM Ledger, Single Color	100 pad		
15	Letter of Authority	7.66 x 9", 68 gsm Ledger, One color, One Side Print	100 pad		
16	Letter of Counter Guarantee	8.25 x 13.5, 100 gsm , One color, One Side Print	100 pad		
17	Letter of Continuity	8.25 x 13.5, 68 gsm , One color, One Side Print	100 pad		
18	Personal Guarantee	8.25 x 13.5, 68 gsm , One color, One Side Print	100 pad		
19	Demand Promissory Note	8.25 x 6.5, 68 gsm , One color, One Side Print	100 pad		
20	Loan Document Check List	8.25 x 13.5, 80 gsm , One color, Both Side Print	100 pad		

NB: 100 Sheet per pad. Sample will be provided by Bank (Hard Copy). VAT & AIT included.

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Request for Quotation (RFQ) of Form

SI	Item	Description	Lot size	Unit Price	Remarks
01	Account Opening Form - Individual/ Joint	Size: 8.27" X 11.69" Paper: 100 GSM Offset Color: 04 Color (Both Side),Page: 04 Page (02 Leaves), Binding: Crease	20,000 pcs		
02	KYC & Risk Assessment Form - Individual/ Joint	Size: 8.27" X 11.69" Paper: 100 GSM Offset Color: 04 Color (Both Side) Page: 02 Page (01 Leave)	20,000 pcs		
03	Account Opening Form - Non Individual	Size: 8.27" X 11.69" Paper: 100 GSM Offset Color: 04 Color (Both Side) Page: 04 Page (02 Leaves) Binding: Crease	10,000 pcs		
04	KYC & Risk Assessment Form - Non Individual	Size: 8.27" X 11.69" Paper: 100 GSM Offset Color: 04 Color (Both Side) Page: 02 Page (01 Leave)	10,000 pcs		
05	Account Opening Form – FDR/ Scheme	Size: 8.27" X 11.69" Paper: 100 GSM Offset Color: 04 Color (Both Side) Page: 02 Page (01 Leave)	10,000 pcs		
06	Customer Information Form	Size: 8.27" X 11.69" Paper: 100 GSM Offset Color: 04 Color (One Side) Page: 01 Page (01 Leave)	10,000 pcs		
07	Beneficial Owner Information Form	Size: 8.27" X 11.69" Paper: 100 GSM Offset Color: 04 Color (One Side) Page: 01 Page (01 Leave)	5,000 pcs		
08	Nominee Assignment Form	Size: 8.27" X 11.69" Paper: 100 GSM Offset Color: 04 Color (One Side) Page: 01 Page (01 Leave)	5,000 pcs		
09	Signature Card (1 Pc)	4.35 x 6, 300 gsm Art Card 4color One side Print,	20,000 pcs		
10	Cheque Book Requisition (100 sheet per pad)	8.5 x 5.5, 100 gsm Offset,4 color Both side Print,	100 pad		
11	Cheque Return Memo (100 sheet per pad)	7.25 x 4.75, 80 gsm Offset,4 color One side Print,	100 pad		
12	Export (EXP) Form (100 sheet per pad)	8.5 x 13.50, 100 gsm Offset,1 color Both side Print, 2pcs Set	50 pad		
13	Form TM (100 sheet per pad)	8.5 x 13.50, 100 gsm Offset,1 color Both side Print,	50 pad		
14	IMP Form (100 sheet per pad)	8.5 x 13.50, 100 gsm Offset,1 color Both side Print,	50 pad		
15	LC Application Form (100 sheet per pad)	8.25 x 13.50, 100 gsm Offset,4 color Both side Print,	100 pad		
16	LCAF (Commercial) (06 sheet per set, 25 set per pad)	8.25 x 13.50, 2 sheet 100 gsm Offset, 4 sheet manifold paper,4 color one side Print with number	100 pad		
17	LCAF (Industrial) (06 sheet per set, 25 set per pad)	8.25 x 13.50, 2 sheet 100 gsm Offset, 4 sheet manifold paper,4 color one side Print with number	100 pad		
18	Pay Order Application Form (100 sheet per pad)	5.6 x 8.6, 42 gsm color demy , One color, One Side Print, 2pcs in a Set	100 pad		
19	RTGS/BEFTN Application Form (100 sheet per pad)	8.50 x 11.25, 100 gsm offset paper, both side 4 color, with perforation	100 pad		
20	Debit Card Application Form (100 sheet per band 500 Sheet per packet)	8.25' X 11.25' 100 Gsm offset paper. Both side 4 color printing	10,000 Pcs		
21	Card Service Request Form (2 Page per set, 100 set per Book with numbering)	8.5' X 11.25' Auto Carbon (Original China) 1 st copy green, 2 nd copy Pink. One side 4 color	100 Pad		

NB: Sample will be provided by Bank (Hard Copy). VAT & AIT included.

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Request for Quotation (RFQ) of Other Items

SI	Item	Description	Lot size	Unit Price	Remarks
01	Legal Envelop HO (16 x 12)	16 x 12, 100 gsm Offset, 4 color Print	3,000 pcs		
02	A4 Envelop (Size- 10" x 12.50")	10 x 12.5, 100 gsm Offset, 4 color Print	3,000 pcs		
03	Medium Envelop (Size- 11" x 7.25")	11 x 7.25, 100 gsm Offset, 4 color Print	3,000 pcs		
04	Small Window Envelop (Size- 10" x 4.25")	10 x 4.25, 100 gsm Offset, 4 color Print	3,000 pcs		
05	Small Window Envelop with Adhesive (Size- 10.2" x 4.25")	10.2 x 4.25, 100 gsm Offset, 4 color Print	5,000 pcs		
06	Small Normal Envelop (Size- 10" x 4.25")	10 x 4.25, 100 gsm Offset, 4 color Print	3,000 pcs		
07	Dangler (Lives Green) (8.5" x 10")	4 color, Back to Back, di cut, string,	1,000 pcs		
08	Dangler (Privilege Banking) (8.5" x 10")	4 color, Back to Back, di cut, string,	1,000 pcs		
09	Dangler (Labonno) (8.5" x 10")	4 color, Back to Back, di cut, string,	1,000 pcs		
10	Dangler (Probash Cash) (8.5" x 10")	4 color, Back to Back, di cut, string,	1,000 pcs		
11	Dangler (Go ATM) (8.5" x 10")	4 color, Back to Back, di cut, string,	1,000 pcs		
12	Dangler (Priority Banking) (8.5" x 10")	4 color, Back to Back, di cut, string,	1,000 pcs		
13	FDR Jacket (Plastic cover) with MMBL LOGO	4" x 8.10"	5,000 pcs		
14	Voucher Cover (200 sheet per pad)	7" x 10" folding, 90 pound craft paper	100 Pad		
15	Single Debit Voucher (Gen-1) 100 set per pad	4.5 x 7.5, 42gsm Pink color, 1 color Print, 1pc per set	100 Pad		
16	Single Credit Voucher (Gen-2) 100 set per pad	8.5 x 3.5, 42gsm Blue color, 1 color Print 1pc per set	100 Pad		
17	Dual Currency Debit Voucher (Gen-3) 100 set per pad	8.7 x 3.8, 42gsm Blue color, 1 color Print, 2pcs per set	100 Pad		
18	Double Currency Credit Voucher (Gen-4) 100 set per pad	8.7 x 3.8, 42gsm Blue color, 1 color Print, 2pcs per set	100 Pad		
19	Party Debit Voucher (Gen-5) 100 set per pad	7.5 x 4.1, 42gsm Pink color, 1 color Print, 2 pcs set	100 Pad		
20	Party Credit Voucher (Gen-6) 100 set per pad	7.5 x 4.1, 42gsm Yellow color, 1 color Print, 2pcs set	100 Pad		
21	Loose Deposit Slip (100 sheet 50 set per pad) Original China paper	8.5 x 4.2, 42gsm green color Auto Carbon, 3 color Print, 2pcs set	2,000 Pad		
22	Single Deposit Slip (20 sheet 10 set per Book) Original China Paper with 01 Perforation	8.5 x 4.2, 42gsm green color, 1 color Print, 2pcs set	20,000 pcs		
23	IBCA (4 color 200 sheet 50 set per pad)	8.8 x 7.5, Color Demy, Numbering	100 Pad		
24	IBDA (4 color 200 sheet 50 set per pad)	8.8 x 7.5, Color Demy, Numbering	100 Pad		
25	Letter Head PAD (100 sheet per bundle)	8.35 x 11.25, 100gsm Offset, 4 color Print	3,000 pcs		

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Request for Quotation (RFQ) of Other Items

SI	Item	Description	Lot size	Unit Price	Remarks
26	Cash Denomination / Fly Leaf (100 sheet per pad)	5.4 X 2.15, 50 gsm Amber, 1 color, one side	2000 Pad		
27	Office File	14 x 22, 350gsm Swedish Paper, 3 color , Di cut,	5,000 pcs		
28	Credit Card Payment Slip (3 Page per set, 50 set per Book)	8.5' X 5.5' Auto Carbon (Original China) 1 st copy green, 2 nd copy Pink, 3 rd copy Blue. One side 4 color,	200 Pad		
29	Credit Card Application Form	Size: 20.9" x 11.25" Paper: 100 GSM offset paper, Both side four color print	3,000 Pcs		
30	Uttara University Deposit Slip. Pad Binding (03 preparation with serial No.) 100 Sheet per pad.	17" x 7.50 " (Single sheet) 80 gsm Offset Paper, One side one color	100 Pad		
31	Note Book	Paper - Inner – 80 gsm offset Paper, Cover – 300 gsm Art Card Size -8.5" x 5.5" Printing- Inner & Cover – 4 Color Binding- 80 sheets Pad, Spiral Binding	2000 Pcs		
32	Note Pad	Paper - Inner – 80 gsm offset Paper, Front & Back Cover – 150 gsm Art Card Size -8.5" x 5.5" Printing- one side printing, Inner & Cover – 4 Color Binding- 10 sheets Pad Binding with perforation	2000 Pcs		
33	Slip Pad	Size: 4" X 3.75" Paper: 100 GSM Offset Printing: 04 Color (One Side MMBL logo) Page: 01 Page (01 Leave) Packet : 100 sheet per packet	500 Pkt.		

NB: Sample will be provided by Bank (Hard Copy). VAT & AIT included.

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Request for Quotation (RFQ) of Register

SI	Item	Description	Lot size	Unit Price	Remarks
01	Attendance Register (80 gsm ledger paper)	14.50 x 9.50 inch, one color, both side.	20 pcs		
02	Accepted Bill for Payment (ABP) Register (80 gsm ledger paper)	14.50 x 9.50 inch, one color, both side.	20 pcs		
03	Cash Remittance Register (80 gsm ledger paper)	9.50 x 14.5 inch, one color, both side.	20 pcs		
04	Cheque Return Register (80 gsm ledger paper)	9.50x 14.50 inch, one color, both side.	20 pcs		
05	Daily Cash Balance Book Register (80 gsm offset paper)	8.5 x 11.2 inch, one color, both side.	100 pcs		
06	Dollar Endorsement/ TC Register (80 gsm ledger paper)	9.50 x 14.5 inch, one color, both side.	20 pcs		
07	Departmental Cheque Book Issue Register (DCBIR) (80 gsm ledger paper)	9.50 x 14.5 inch, one color, both side.	20 pcs		
08	Export (EXP) Register (80 gsm offset paper)	10.75 x 15.75 inch, one color, both side.	20 pcs		
09	Export Control Register (80 gsm ledger paper)	9.50 x 14.5 inch, one color, both side.	20 pcs		
10	FTT Register (80 gsm offset paper)	10.90 x 10.90 inch, one color, both side.	20 pcs		
11	Fixed Assets Register (80 gsm offset paper)	8.50 x 11.25 inch, one color, both side.	20 pcs		
12	FDBP/FDBC Register (80 gsm ledger paper)	9.50 x 14.5 inch, one color, both side.	20 pcs		
13	Foreign Demand Draft (FDD) Payable Register (80 gsm ledger paper)	9.50 x 14.5 inch, one color, both side.	20 pcs		
14	Guarantee Register (80 gsm ledger paper)	9.5 x 14.5 inch, one color, both side.	20 pcs		
15	Incoming Mail Register (80 gsm ledger paper)	9.5 x 14.5 inch, one color, both side.	100 pcs		
16	Inward Bill for Collection Register (80 gsm ledger paper)	9.5 x 14.5 inch, one color, both side.	20 pcs		
17	Insurance Register (80 gsm ledger paper)	9.5 x 14.5 inch, one color, both side.	20 pcs		
18	Instrument Cheque Return Register (80 gsm ledger paper)	9.5 x 14.5 inch, one color, both side.	20 pcs		
19	Insurance Policy Register (80 gsm offset paper)	10.90 x 10.90 inch, one color, both side.	20 pcs		
20	Limit Register (80 gsm ledger paper)	9.5 x 14.5 inch, one color, both side.	20 pcs		
21	Leave Record Register (80 gsm ledger paper)	9.5 x 14.5 inch, one color, both side.	20 pcs		
22	LC Transfer Register (80 gsm ledger paper)	9.5 x 14.5 inch, one color, both side.	20 pcs		
23	LC Advice Register (80 gsm ledger paper)	9.5 x 14.5 inch, one color, both side.	20 pcs		
24	Movement Register (Employee) (68 gsm ledger paper)	8.25 x 13 inch, one color, both side.	20 pcs		

NB: 100 Sheet per Register, 200 page, Green Color Racine & Board Binding, sample will be provided by Bank (Hard Copy). VAT & AIT included.

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Request for Quotation (RFQ) of Register

SI	Item	Description	Lot size	Unit Price	Remarks
25	Outgoing Mail Register (100 gsm offset paper)	13.5 x 9.50 inch, one color, both side.	100 pcs		
26	PAD Register (80 gsm ledger paper)	9.5 x 14.5 inch, one color, both side.	20 pcs		
27	Prize Bond Sales & Purchase Register (100gsm offset paper)	9.5 x 14.5 inch, one color, both side.	20 pcs		
28	Peon Book (68 gsm ledger paper)	8.25 x 13 inch, one color, both side..	20 pcs		
29	Key Register (80 gsm ledger paper)	9.5 x 14.5 inch, one color, both side.	20 pcs		
30	Safe Custody Register for Loan Documents (80 gsm ledger paper)	9.5 x 14.5 inch, one color, both side	20 pcs		
31	Shipping Guarantee Register (80 gsm ledger paper)	9.5 x 14.5 inch, one color, both side..	20 pcs		
32	Safe In Safe Out Register (80 gsm ledger paper)	9.5 x 14.5 inch, one color, both side..	20 pcs		
33	Stationery Register (Ledger) (80 gsm ledger paper)	9.5 x 14.5 inch, one color, both side..	20 pcs		
34	Stock Register for Cheque Book (80 gsm ledger paper)	9.5 x 14.5 inch, one color, both side..	20 pcs		
35	Vault Register (80 gsm ledger paper)	9.5 x 14.5 inch, one color, both side..	20 pcs		
36	LC Opening Register (80 gsm ledger paper)	9.5 x 14.5 inch, one color, both side..	20 pcs		
37	Outgoing Bill for Collection Register (80 gsm ledger paper)	9.5 x 14.5 inch, one color, both side..	20 pcs		
38	Safe Custody of Item other than loan Document Register (80 gsm ledger paper)	9.5 x 14.5 inch, one color, both side.	20 pcs		
39	Agent Point Transaction Register (80 gsm ledger paper)	9.5 x 14.5 inch, one color, both side.	50 Pcs		
40	Pool Car Log Book (80 GSM offset paper)	5.50" X 8.50", 01 color, both side Print	20 pcs		

NB: 100 Sheet per Register, 200 page, Green Color Racine & Board Binding, sample will be provided by Bank (Hard Copy). VAT & AIT included.