



Head Office, Suvastu Imam Square (Level – 3 & 6)  
65 Gulshan Avenue (Gulshan-1), Dhaka-1212

Ref : MGBL/HO/GSD/Live Action Video/2023

Date: June 13, 2023

**Time Extension of Tender Notice for Live Action Video.**

Sealed tenders are hereby invited for proposals to participate in the bidding process for selecting a vendor for making Live Action Videos for Meghna Bank Limited products & services.

- 1) Tender Notice Ref. No. and Date : MGBL/HO/GSD/Live Action Video/2023, Dt.: 13/06/2023
- 2) Purpose of tender : Procuring of Live Action Video.
- 3) Eligibility for the tender : Any reputed production company that has had a minimum of 5 years of experience in operations and experience with financial product-based live action commercial shoots.
- 4) Name of the sales office of Tender Schedule : General Services Department, Head Office Dhaka
- 5) Address of the office to submit the Tender Bid : Suvastu Imam Square (L-06), 65 Gulshan Avenue, Gulshan-1, Dhaka General Services Department, (in the designated Tender Box placed in the reception.
- 6) Name of Division/ Department inviting Tender : General Services Department, Head Office, Dhaka
- 7) Last date of submission of Tender Bid : Date: 11/07/2023 Time: 12:30 PM.
- 8) Opening date and time of Tender Bid : Date: 12/07/2023 Time: 12:00 PM.
- 9) Details of Work : As detailed in the Tender Schedule (Enclosed)
- 10) Papers/certificates to be enclosed with the Tender Bid :
  - a) Copy of Trade License
  - b) Attested copy of full income tax paid certificate including TIN
  - c) Attested photocopy of VAT certificate
- 11) Special instructions :
  - a) If any holiday falls on the date of opening of Tender bids, then it will open on next/following working day.
  - b) Tender Bids shall be declared ineligible if all papers/documents called for in serial no.: 11 are not enclosed.
  - c) Beside all above noted conditions all other terms and conditions mentioned in the Tender Schedule shall also apply.
  - d) Financial offer must be as per enclosed **"Annexure-A"**





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The Bank reserves the right to accept or reject any or all the tender or any part thereof without assigning any reason whatsoever and reserves the right to further negotiate with any of the bidders. The Bank Authority also reserves the right to modify the specification etc.

  
Head of General Services Department

**“Annexure-A”**

<b>Requirements for Live Action Video</b>	
<b>Sl</b>	<b>Items Name</b>
1	Production house show reel.
2	Scripting (A concept note/script summary on how to make Meghna Bank's RFCD card more popular using a video commercial (should not exceed 1000 words). Details of RFCD can be found on Meghna Bank Facebook page.)
3	Potential actor/actress photos for the videos. Profile: female, aged 22-28, smart, presentable, able to act and deliver dialogue properly. Male, aged 25-35, smart, professional-looking, able to act and deliver dialogue properly.
4	Production Planning
5	Filming
6	Post Production
7	Number of Video: 5
8	Duration: 1 Minute 30 Seconds

- Price must be inclusive of VAT & TAX