

**Tender Notice for purchasing of Note Binding Machine and  
25mm Polymer Quoted Tape**

Ref : MGBL/HO/GSD/NBM/2023

Date: November 22, 2023

Sealed tenders are hereby invited for procuring of Note Binding Machine and 25mm Polymer Quoted Tape for the Branches of Meghna Bank PLC.

- 1) Tender Notice Ref. No. and Date : MGBL/HO/GSD/NBM/2023,  
Date.: November 23, 2023
- 2) Purpose of tender : Procuring of Note Binding Machine and 25mm  
Polymer Quoted Tape.
- 3) Eligibility for the tender : Any reputed company has 03 years of experience in  
operation.
- 4) Name of the sales office of Tender : General Services Department, Head Office Dhaka  
Schedule
- 5) Address of the office to submit the : Suvastu Imam Square (L-06), 65 Gulshan Avenue,  
Tender Bid Gulshan-1, Dhaka- 1212, General Services  
Department, (in the designated Tender Box placed in  
the reception.
- 6) Name of Division/ Department : General Services Department, Head Office, Dhaka  
inviting Tender
- 7) Last date of submission of Tender : Date: 30/11/2023 Time: 12:30 PM.  
Bid
- 8) Opening date and time of Tender : Date: 03/12/2023 Time: 01:00 PM.  
Bid
- 9) Details of Work : As detailed in the Tender Schedule (Enclosed)
- 10) Papers/certificates to be enclosed : a) Copy of Trade License  
with the Tender Bid  
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>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
Note Binding Machine	<b>27 Units</b>		
25mm Polymer Quoted Tape	<b>1000 Rolls</b>		

- Price must be inclusive of VAT & TAX

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