



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

Tender Notice for Gift Box

Ref : MGBL/HO/GSD/Priority Banking/Gift Box/2023

Date: November 09, 2023

Sealed tenders are hereby invited for procuring of Gift Box for Priority Banking Division of Meghna Bank Limited.

- 1) Tender Notice Ref. No. and Date : MGBL/HO/GSD/Priority Banking/Gift Box/2023, Dt.: November 09, 2023
- 2) Purpose of tender : Procuring of Gift Box.
- 3) Eligibility for the tender : Any reputed company has 03 years of experience in operation.
- 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- 1212, 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: 23/11/2023 Time: 12:30 PM.
- 8) Opening date and time of Tender Bid : Date: 26/11/2023 Time: 01:00 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"**





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.

A handwritten signature in blue ink is written over a circular blue stamp. The stamp contains the text "Meghna Bank Ltd." around the perimeter and a small logo in the center.

Head of General Services Department

“Annexure-A”

| Description | Quantity | Unit Price | Total Price |
|---|-----------------|------------|-------------|
| <p>Small Gift Box:</p> <p>Size: W-07” X L-12” X H-2” Board: 32 Ounce Pasting Board Paper: 150 GSM Art Paper Print: 04 color print Lamination: Back and Front Matt Lamination. Separate Compartment of the Box: Inside separate compartment as per item size with foam made of ethylene and vinyl acetate or similar.</p> <p>Items:</p> <ol style="list-style-type: none"> 1. Leather Cheque Book Pouch with Logo engraved Size: 11”, Fold 4”, Unfold 8”, 01 pocket, Pocket fold 7.5” 2. Logo engraved Chinese Pen With Box, Paper: Swedish Board, 02 Color printing, di cutting & pasting. | 50 Boxes | | |
| <p>Medium Gift Box:</p> <p>Size: W-09” X L-12” X H-2” Board: 32 Ounce Pasting Board Paper: 150 GSM Art Paper Print: 04 color print Lamination: Back and Front Matt Lamination. Separate Compartment of the Box: Inside separate compartment as per item size with foam made of ethylene and vinyl acetate or similar.</p> <p>Items:</p> <ol style="list-style-type: none"> 1. Leather Cheque Book Pouch with Logo engraved Size: 11”, Fold 4”, Unfold 8”, 01 pocket, Pocket fold 7.5” 2. Logo engraved Chinese Pen With Box, Paper: Swedish Board, 02 Color printing, di cutting & pasting. 3. MGBL Visiting Card Holder (Bank will provide) Size: | 25 Boxes | | |



“Annexure-A”

| Description | Quantity | Unit Price | Total Price |
|--|------------------------|------------|-------------|
| <p>Large Gift Box:</p> <p>Size: W-11.75” X L-14” X H-2.5” Board: 32 Ounce Pasting Board Paper: 150 GSM Art Paper Print: 04 color print Lamination: Back and Front Matt Lamination. Separate Compartment of the Box: Inside separate compartment as per item size with foam made of ethylene and vinyl acetate or similar.</p> <p>Items:</p> <ol style="list-style-type: none"> 1. Leather Cheque Book Pouch with Logo engraved Size: 11”, Fold 4”, Unfold 8”, 01 pocket, Pocket fold 7.5” 2. Logo engraved Chinese Pen With Box, Paper: Swedish Board, 02 Color printing, di cutting & pasting. 3. MGBL Visiting Card Holder (Bank will provide) Size: 4. Small Bluetooth Speaker (Black)- White Paal Synthetic Printed beside the speaker body) 5. Power Bank (Black- As per Sample)- white paal logo synthetic printed. 6. Leather Key Ring with Pen Drive (As per Sample provided) | <p>15 Boxes</p> | | |
| Grand Total | | | |

- Price must be inclusive of VAT & TAX


