

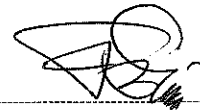
Ref: MGBPLC/HO/GSD/Courier/2026

Date: April 01, 2026

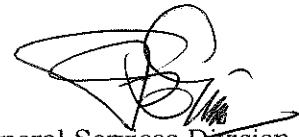
**Tender Notice for Appointment of Courier Services Provider for Document, Parcel and Security Stationery**

Sealed tenders are hereby invited for appointment of Courier Services Provider for Meghna Bank Limited.

- 1) Tender Notice Ref. No. and Date : MGBL/HO/GSD/Courier/2026, Dt.: 01/04/2026
- 2) Purpose of tender : Appointment of Courier Services Provider.
- 3) Eligibility for the tender : Any reputed and experienced firms in related field possesses technology-based end to end solution with following capabilities:
  1. Competence of advanced online based booking solution along with OTP based delivery facility.
  2. Real time order creation and confirmation of delivery through OTP
  3. Real Time Tracking of delivery process through online portal
  4. Have country wide own network, pickup, and delivery facility.
- 4) Name of the authorized office of Tender Schedule : General Services Division, Head Office Dhaka
- 5) Address of the office to submit the Tender Bid : Suvastu Imam Square (L-07), 65 Gulshan Avenue, Gulshan-1, Dhaka General Services Division, (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: 09/04/2026 Time: 04:00 PM.
- 8) Opening date and time of Tender Bid : Date: 09/04/2026 Time: 04:30 PM.
- 10) Details of Work : As detailed in the Tender Schedule (Enclosed)
- 11) Papers/certificates to be enclosed with the Tender Bid :
  - a) Copy of Trade License
  - b) Copy of TIN Certificate
  - c) Copy of VAT certificate
  - d) Copy of BIN
  - e) Satisfactory performance certificate.
  - f) Six months Bank Statement
- 12) Special instructions :
  - a) Tender bids shall remain valid till 45 (forty-five) days from the date of opening.
  - b) If any holiday falls on the date of opening tender bids, then all bids shall be opened on the following working day.
  - c) Tender bids shall be declared ineligible if all papers/documents called for in serial No. 9 are not enclosed.
  - d) Besides all above noted conditions all other terms and conditions Mentioned in the tender schedule shall also apply "**Annexure-A**"



- 13) 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 black ink, consisting of several loops and a long horizontal stroke at the end.

Head of General Services Division

A handwritten signature in black ink, appearing as a stylized, somewhat abstract mark.

**Annexure-A**  
**Financial Offer**

Sl.No.	Description of Items	Quantity	Delivery Destination areas		
			Dhaka City corporation	Out of Dhaka & District Town	Thana / Upozilla & Remote Areas
1	Regular Documents	(0-500) Gm.			
2	Regular Parcel	Per Kg			
3	Security Documents: Cheque Book, Pay Order, Debit & Credit Card, PIN Mailer, Loan related Security documents, Well Come Packet etc.	Mailing Address, Per Pieces			
		Branches Per KG			
4	MICR Cheque Book	Per KG			
		Mailing Address, Per Pieces			
5	<b>Office Equipment/ Stationery:</b>				
1	Laptop	Per Piece			
2	Monitor	Per Piece			
3	CPU	Per Piece			
4	Printer	Per Piece			
5	MICR Scanner	Per Piece			
6	UPS	Per Piece			
7	Router	Per Piece			
8	Switch	Per Piece			
9	Key Board	Per Piece			
10	Mouse	Per Piece			
11	Tonner	Per Piece			
12	Server (small)	Per Piece			
13	Server (Big)	Per Piece			
14	Photocopy (Small)	Per Piece			
15	Photocopy (Big)	Per Piece			
16	AIO (All in One)	Per Piece			
<b>Delivery Lead Time</b>			<b>Next Day</b>	<b>2/3 Working Day</b>	<b>¼ Working Day</b>

**N.B : Price must be inclusive of VAT & Tax.**

