Information Technology Division, Head Office

Date: October 25, 2026

Meghna Bank PLC. is one of the leading fourth generation commercial bank in Bangladesh committed to provide best customer services to our valuable customers. To ensure convenient 24/7 customer service, the Bank invites proposals from qualified bidders to participate in the bidding process. Bidders must have multiple years of experience for supporting Enterprise Level Software Support and Licensing.

For this circumstances, Meghna Bank PLC. is asking potential partner or supplier for Microsoft 365 Apps. For Business for business purposes.

Tender Name: **Tender Notice for Acquiring of 7 nos. Licenses of Microsoft 365 Apps for Business for Meghna Bank PLC. for 1 Year.**

SL	Product Description	Qty.	Unit Price in BDT (Inc. VAT & TAX)	Total Price in BDT (Inc. VAT & TAX)
1	Microsoft 365 Apps. For Business	7		

If you are interested, please participate in the bidding and submit your proposal to the address below. The envelope must be addressed to:

Chairman Evaluation Committee
Meghna Bank PLC.
Head Office, Level 06, Suvastu Imam Square, 65 Gulshan Avenue
Gulshan-01, Dhaka-1212.

Proposals must be submitted on or by 28th October 2026 by 2.00 PM.

Price quotation (Including VAT & AIT) shall be submitted either in a sealed envelope labeled.

Bidders are requested to provide the following documents as well along with Technical and financial price offer:

- Copy of Trade License, Attested copy of TIN Certificate, VAT Certificate, Bank Solvency Certificate.
- Attested copy of OEM Certificate for Partner/Distributor.
- Satisfactory performance Certificate from renowned Bank/Corporate Houses.
- Number of resources for support Microsoft 365 Apps for Business.
- No. of OEM certified resource for the Microsoft 365 Apps for business support.
- OEM Certified resources list for the required Microsoft 365 Apps for Business support.
- Footprint for post implementation Microsoft 365 Apps for Business support.

Special Instruction:

- Tender bids shall remain valid up to 5th November 2026 up to 4:00 PM from the date of tender opening.
- If any holidays fall on the date of opening tender bids, then all bids shall be open on the following working day.
- Tender bids shall be declared ineligible if any of the required documents listed above are not submitted or remain unopened.
- The Bank Authority reserves the right to accept or reject any or all the quotations in full or part without assigning any reason whatsoever.
- For any further query, please contact with Mr. Quazi Shah Newaz Rahman (e-mail: Quazi.rahman@meghnabank.com.bd, Office phone: +8809610016736, Ext: 70024, Cell phone: +8801404403026).

Bidder's Qualification

Bidders must have the following qualifications to bid:

- The Bidder should be a legal entity and a registered company that have not been prohibited by Bangladeshi or International court(s) to enter contracts.
- Bidder having End User support and service-related experience will be given preference, and related evidence must be submitted by the bidder.
- The bidder shall possess his own office and adequately trained and experienced manpower to implement such relevant project and have minimum 5 (five) years' experience on proposed or similar product or similar solution or similar services.
- The bidder must have Similar Support, Installation, Configuration, Migration and deployment experiences in at least Three at Banks/MFS/Financial Organization in Bangladesh.
- The bidder must provide draft 24/7 Services Agreement, where SLA response time, resolution times, support structure & escalation procedure up to OEM shall be mentioned.
- Reference of active SLAs in Banks/Financial Institutions in Bangladesh must be mentioned along with Contact Reference.
- The bidder shall submit valid Trade License, TIN, VAT, TAX, and Certificate of Incorporations.
- Number of resources with minimum 5 (five) years' experience (mentioned product name or certificate) will be given high priority.
- In case of direct OEM involvement, list of OEM personnel with certificate list along with OEM declaration letter must be provided.
- The bidder should have experience in deploying the proposed or similar product, and experience details need to be provided to prove the experience of deploying each mentioned solution, migration and support.
- Client List with Contact Number only for these bid relevant solutions.

Payment & Security

- The client may issue single work order or in phases.

- Payment will be issued upon successful installation of the software and the formal handover of the software portal to the designated party.
- Meghna Bank will deduct all applicable by holding income Tax and VAT from the invoice at the time of payment as per Government Rules.
- All Payments shall be made in Bangladeshi Taka (BDT).
- The bill should be submitted with work order, Mushak 6.3, original challan which is duly signed by authorized personnel of Meghna Bank PLC.
- Payment will be made through Bank Account only.

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