

MEGHNA BANK LTD.
together we sail



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

Ref : MGBL/HO/GSD/Priority Gift Hamper/2022

Date: May 23, 2022

Tender Notice for Procuring of Gift Items with customized Box.

Sealed tenders are hereby invited for procuring of Gift Items with customized Box for the clients of Priority Banking Department of Meghna Bank Limited.

- 1) Tender Notice Ref. No. and Date : MGBL/HO/GSD/Priority Gift Hamper/2022, Dt.: 23/05/2022
- 2) Purpose of tender : Procuring of Gift Items with customized Box.
- 3) Eligibility for the tender : Any reputed and experienced firms/suppliers in related field.
- 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: 26/05/2021 Time: 12:30 Hrs.
- 8) Opening date and time of Tender Bid : Date: 26/05/2021 Time: 17:00 Hrs.
- 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) Attested photocopy of the proof of ownership of the tender
 - c) Attested copy of full income tax paid certificate including TIN
 - d) Attested photocopy of VAT certificate
 - e) Nationality certificate (issued by Mayor, City Corporation/ Chairman (Municipal/Union Council)
 - f) Satisfactory performance certificate.
- 12) 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.

A handwritten signature in black ink, appearing to be 'S. K. Das', is written above the printed name of the Head of General Services Department.

Head of General Services Department



Financial Offer

Items	Description	Unit	
Diffuser with Fragrance	Bonne Saveur (Imported)	50	Pcs
Mug (Mr. & Mrs.)	1 Pair (Imported)	50	Pcs
MGBL Branded Pen with Pen Box		50	Pcs
MGBL Branded Leather Pouch made by Artificial Leather	W: 11Inch X H: 4/7 Inch	50	Pcs
Tracing Paper	For inside of the box	50	Pcs
MGBL Branded Customized Box	150 GSM Weighted Art Paper H: 17.46 Inch X W: 16.8 Inch X D: 5.2 Inch	50	Pcs

- Price must be inclusive of VAT & TAX

Sign & Seal

