



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

Ref : MGBL/HO/GSD/Retail & SME/2023

Date: November 09, 2023

**Re- Notice for Enlistment of Insurance Company for Deposit Products**

Sealed tenders are hereby invited for Enlistment of Insurance Company for Deposit Products of Meghna Bank Limited.

- 1) Notice Ref. No. and Date : MGBL/HO/GSD/Retail & SME/2023, Dt.: 09/11/2023
- 2) Purpose of Notice : Enlistment of Insurance Company for Deposit Products.
- 3) Eligibility for the Notice : Any reputed Insurance Company worked with minimum 1 year of experience in operation.
- 4) Name of the sales office of Notice Schedule : General Services Department, Head Office Dhaka
- 5) Address of the office to submit the 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 Notice : General Services Department, Head Office, Dhaka
- 7) Last date of submission of Bid : Date: 23-11-2023 Time: 04.00 PM
- 8) Opening date and time of Bid : Date: 26-11-2023 Time: 10.00 AM
- 10) Details of Work : As detailed in the Notice Schedule (Enclosed)
- 11) 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
  - d) Audited Financial Report/Annual Report of Last financial years.
- 12) Special instructions :
  - a) If any holiday falls on the date of opening of bids, then it will open on next/following working day.
  - b) Notice 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 Notice/Enlistment Schedule shall also apply.

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



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Money Receipt #

APPLICATION FORM FOR VENDOR ENLISTMENT

Category Code		Category Name			
Pay Order No. & Date		Amount		Issue Bank	

1. **Business/Organization Name:** .....

2. **Nature of Business:**

Corporation       Partnership       Proprietorship       Others

Specify if others: .....

3. **Owners' Name:**

a) 1<sup>st</sup> Owner Full Name : .....

Contact Number : .....

b) 2<sup>nd</sup> Owner Full Name : .....

Contact Number : .....

c) 3<sup>rd</sup> Owner Full Name : .....

Contact Number : .....

4. **Present Address** : .....

5. **Permanent Address** : .....

6. **Date of establishment of the firm** : .....

7. **Year of experience in the business** : .....

8. **Key contact person:**

a) Full Name : .....

Designation : .....

Contract No : .....

b) Full Name : .....







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Designation : .....

Contract No : .....

9. Official Telephone Number : .....

10. Official E-mail Address : .....

**BUSINESS INFORMATION:**

1. Trade License No	:	
2. TIN No	:	
3. VAT Registration No	:	
4. Bank Information	:	
a) Bank name	:	
b) Branch name	:	
c) Account Number:	:	

**5. References of other companies worked with (At Least One):**

SL	Name of Organization	Address	Type of Works	Remarks

**6. Attachment (tick appropriate one)**

1	3 copies of PP size photograph of Proprietor/Managing Director	<input type="checkbox"/>
2	Affidavit/Memorandum of Articles & Association of the Firm (as applicable) Photocopy must be Duly Attested	<input type="checkbox"/>
3	TIN Certificate (Photocopy must be Duly Attested)	<input type="checkbox"/>
4	VAT Registration Certificate (Photocopy must be Duly Attested)	<input type="checkbox"/>
5	Valid Trade License (Photocopy must be Duly Attested)	<input type="checkbox"/>
6	Bank Solvency Certificate (Photocopy Attested)	<input type="checkbox"/>
7	Performance Certificate from reputed organization (At Least One)	<input type="checkbox"/>
8	Valued Client list	<input type="checkbox"/>
9	Others (if any)	<input type="checkbox"/>

We solemnly declare that the statements made above and the information/documents provided as per the checklist are

Correct. We also agree that any wrong or wrong information furnished by us, shall cause our application unacceptable to the Bank.

Date: ..... / ..... / .....

.....

SIGNATURE OF  
PROPRIETOR/PARTNER/DIRECTOR/  
CEO





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**Terms and Conditions:**

1. Interested Vendors must have experience of such work in the Banking/Financial/Well reputed organizations.
2. This schedule must be submitted duly signed and sealed along with all required particulars of the applicant.
3. Each category must be highlighted on the top of each envelop.
4. Sealed applications in prescribed forms are hereby invited from bona fide and reputed companies for enlistment in the following categories of with Meghna Bank Limited for a period of 03 (Three) years
5. Enlistment form(s) with Application have to be submitted to the General Services Department, Head Office, Suvastu Imam Square (6<sup>th</sup> floor), 65 Gulshan Avenue, Gulshan-1, Dhaka-1212.
6. The Bank authority reserves the right to accept or reject any or all the applications with or without any reason whatsoever.
7. A pay order worth BDT 2,000 only (Taka Two Thousand) favoring Meghna Bank Limited (non-refundable) to be submitted with required documents

For any query, please contact Mr. Jayonta Kumar Paul (Phone: +8802222291352 Ext. 73007).

