

Ref.: MGBPLC/HO/Security Stationery-02/2024

Date: October 03, 2024

Tender Notice for Printing of Security Stationeries of Meghna Bank PLC

Sealed quotations are hereby invited from bona fide printers of Security Stationeries for Meghna Bank PLC as detailed below:

- 1) Tender Notice Ref. No. and Date : MGBPLC/HO/Security Stationery-02/2024,
Date: October 02, 2024
- 2) Purpose of Tender : Printing of Security Stationeries.
- 3) Eligibility for the Tender : Having experience of printing of Security Stationeries of different Banks.
- 4) Address of the office for submission of Tender Bid : General Services Department, Head office, Dhaka (in designated Tender Box placed in placed in the reception.)
- 5) Last date of submission of the Tender Bid : October 09, 2024, Time: 12:30 PM
- 6) Opening date and time of Tender Bids : October 09, 2024, Time: 01:30 PM
- 7) Details of Works & specifications : As attached (Annexure-A)
- 8) Name of Division/Department inviting Tender : General Services Department, Head Office, Dhaka
- 9) Papers/ certificates to be enclosed with proposal :
 - a. Photocopy of Tender License
 - b. Attested photocopy of proof of ownership of the Tender
 - c. Attested photocopy of TIN certificate
 - d. Attested photocopy of VAT certificate
 - e. Satisfactory performance certificate
 - f. Six months Bank Statement
- 10) 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. 09 are not enclosed.
 - d) Besides all above noted conditions all other terms and conditions mentioned in the Tender Schedule shall also apply.


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MEGHNA BANK PLC. 
together we sail

Head Office, Suvastu Imam Square (Level – 03, 06 & 07)
65 Gulshan Avenue (Gulshan-1), Dhaka-1212

- 11) 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 design , increase or decrease quantity of works, change color, quantity, brand etc.



Head of General Services Department



Details of Works & Specifications

Printing of Security Stationeries

SL	Item	Quantity (Books)	Unit Price/Book	Total Cost (including VAT & AIT)
01.	Money Multiplier/Double Benefit Block (01+100+01)	320 Books		
02.	MIS Conventional Block (01+100+01)	320 Books		
03.	FDR Block ((01+100+01)	500 Books		
04.	Term Deposit Islamic Banking Block (01+100+01)	160 Books		
05.	Monthly Profit Islamic Banking Block (01+100+100)	160 Books		

Specifications:

• Front & Back Cover	300 gsm Matte Paper
• Color of Front & Back Cover	04 Color
• Block Leaves	As per Bangladesh Bank's Guide Line
• Security & other features	As per Bangladesh Bank's Guide Line
• Design	Bank's approved design

Terms & Conditions:

- VAT & Tax will be deducted as Govt. rules.
- Printing to be done as per Bangladesh Bank approved sample, design, size and color.
- Stock of leaves with base print should be retained under your safe custody with well-organized inventory management system and you will be liable for any damage of the stock at your end. You will hold the stock until completion of total supply as per Bank's requirement. No additional charges will be given for storage.

