

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

Ref : MGBL/HO/GSD/Branding Items/2023

Date: February 20, 2023

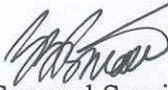
Tender Notice for Branding Items.

Sealed tenders are hereby invited for procuring of Branding Items for Meghna Bank Limited.

- 1) Tender Notice Ref. No. and Date : MGBL/HO/GSD/Branding Items/2023, Dt.:
20/02/2023
- 2) Purpose of tender : Procuring of Branding Items.
- 3) Eligibility for the tender : Any reputed company worked with minimum 3 banks
and has 5 years of experience in operation.
- 4) Name of the sales office of Tender : General Services Department, Head Office Dhaka
Schedule
- 5) Address of the office to submit the : Suvastu Imam Square (L-06), 65 Gulshan Avenue,
Tender Bid Gulshan-1, Dhaka General Services Department, (in
the designated Tender Box placed in the reception.
- 6) Name of Division/ Department : General Services Department, Head Office, Dhaka
inviting Tender
- 7) Last date of submission of Tender : Date: 27/02/2023 Time: 12:30 PM.
Bid
- 8) Opening date and time of Tender : Date: 28/02/2023 Time: 12:00 PM.
Bid
- 10) Details of Work : As detailed in the Tender Schedule (Enclosed)
- 11) Papers/certificates to be enclosed : a) Copy of Trade License
with the Tender Bid b) Attested copy of full income tax paid certificate
including TIN
c) Attested photocopy of VAT 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"



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

“Annexure-A”

Branding Items of Meghna Bank Branch				
Sl	Items Name	Materials Specification	Size	Price (Including fitting & Fixing)
1	Signage: (MS Lubber board, Box Letter with Spot Light as per Sample)	Frame: 1.5" x 1.5" MS box for Frame making Lubber: 24gz MS sheet with bending for Strip (04" x 01") x 48" ,Gap per strip: 01",Base for Letter: Made by 03mm ACP. Size: (153" x 1.5") x 20" , Paint : Glossy Anamel spray paint,Light : LED 30watt spot light with 1.5" x 15" clump = 03 pcs,Logo Size: 12.5' x 03', made by 03mm acrylic as per Sample.	W 20' x H 04'	
2	Signage (Light Box)	Aluminium Hinge Box with Reverse Print on Penaflex, LED Tube Light (Transtech/Superstar or equivalent company including one year warranty), Electric Cables (BRB/BBS or equivalent company) and necessary accessories. such as angle, clump, hinge, paint etc.	W 20' x H 04'	
3	Light Box Signage Print	Penaflex Reverse Print	Per Sq Ft	
4	Light	LED Tube Light	Per Piece	
5	Cable	Cable for LED Tube light	Per Meter	
6	X Banner	X Banner Stand with PVC Banner Print	W 2' x H 5'	
7	Popup	Popup Stand with PVC Banner print	W 31" x H 84"	
8	Banner-01	Digital PVC Banner matt /glossy	Per Sq Ft	
9	Banner-02	Digital PVC Banner blackout media	Per Sq Ft	
10	Banner with Wooden Frame	PVC Banner fitting with wooden frame	Per Sq Ft	
11	Tellar Back logo	Acrylic cover Letter, pvc wood letter cutting, Led Light with Power supply	W 3' x H as per proportion - Per Piece	
12	Priority Stand Sign	MS box pipe 3" x 2", inside box pipe 1.5" x 1.5" & 1" x 1",14 gaz ms sheet for base making, 15" x 24" Acrylic cover box,8mm PVC wood base, LED light, 3mm acrylic letter laser cutting	W 15" x H 24"	
13	Collage Wall Print	Digital Inkjet Print Pasted on 5 mm PVC Board installed on the wall	Per Sq Ft	



14	Product Display Board	Digital Inkjet Print Pasted on 5 mm Acrylic Board installed with 3/4" SS knob	W 2' x H 3'	
15	Sticker	Digital Inkjet print with matt/glossy lamination	10" x 4" Per Piece	
16	Branch Outside Glass-01	Window Graphics/One Way Vision	Per Sq Ft	
17	Branch Outside Glass-02	Vinyle Sticker Cutting	Per Sq Ft	
18	Wooden Notice Board-01	Made by wooden board, foam, thin fabric & ss knob.	W 32" x H 32"	
19	Wooden Notice Board-02	Made by wooden board with side border, inkjet print with pvc board	W 32" x H 32"	
20	Branch Name Board	Made by 10mm glass with inkjet print & ss knob	W 32" x H 32"	
21	Bangladesh Bank notice Board-01	Digital Inkjet Print Pasted on 5 mm Acrylic Board installed with 3/4" SS knob	W 32" x H 32"	
22	Bangladesh Bank notice Board-02	Made by wooden board with side border ,inkjet print with pvc board	W 32" x H 32"	
23	Painting -02	Made by wooden board with side border ,inkjet print with pvc board	W 32" x H 32"	
24	Glass Branding	Designed Frosted Sticker	Per Sq Ft	
25	Glass Branding	Pain Frosted Sticker	Per Sq Ft	
26	Broucher Holder	Leaser cutting of 5mm PVC board with inkjet print with 03 side pocket	Per Sq Ft	
27	Acrylic Slip Holder	Made by 3mm acrylic with inkjet print	Per Piece - as per sample	
28	Cheque Writing Desk	Top Parleto Marbel with SS Body	Per Unit - as per sample	
29	Dressing Table	Made by wooden board	Per Unit - as per sample	
30	Hanging Message Display Board	Made by ss rod/ ss chain, 08 mm pvc board & both side inkjet print.	W 24" x H 6"	
31	Table Top - 01	Made by 5mm PVC board with Inkjet print	As per sample	
32	Table Top - 02	Acrylic table top with inkjet print	As per sample	
33	Message Display Stand	Base & body made by SS & Top part made by acrylic with Inkjet print	As per sample	

- This rate chart template must to be followed
- No partial quotation will be accepted



- Valid up to December 31, 2023
- Price must be inclusive of VAT & TAX

For sample visit, please contact M.A Galib Bhuiyan (01404404169) for scheduling.

