



Head Office, Suvastu Imam Square (L-03, 06 and 07)
65 Gulshan Avenue (Gulshan-1), Dhaka

Ref : MGBL/HO/GSD/ Stamp/2024

Date: February 29, 2024

Tender Notice for Enlistment of Stamp Vendor.

Sealed quotations are hereby invited from the bona fide Stamp Vendors for Meghna Bank PLC. as detailed below:

1)	Tender Notice Ref. No. and Date	:	MGBL/HO/GSD/ Stamp /2024; 29/02/2024
2)	Purpose of tender	:	Supplier of Stamp.
3)	Eligibility for the tender	:	At least 5 years work experience in supplying Stamp at different Banks.
4)	Address of the office submission of the tender bid	:	General Services Department, Head Office, Dhaka (in the designated tender box placed in the reception)
5)	Last date of submission of the tender bid	:	Date: 10/03/2024 ; Time : 12:00 Hours
6)	Opening date and time of tender bids	:	Date: 10/03/2024 ; Time : 12:30 Hours
7)	Details of works & specifications	:	
8)	Name of Division/Department inviting tender	:	General Services Department, Head Office, Dhaka
9)	Papers/certificates to be enclosed with proposal	:	a. Photocopy of Trade License. b. Attested photocopy of proof of ownership of the tender. c. Attested photocopy of TIN certificate d. Attested photocopy of VAT certificate. e. Attested copy of NID f. Attested copy detailed information both business and personal from local Commissioner. g. Attested copy of Lease Agreement of the office premises. h. Satisfactory performance certificate. i. Bank solvency certificate j. Original Bank Statement k. Attested copy of valid Vendor License issued by District Commissioner. l. 02 copies of PP size recent color photograph
10)	Special instructions	:	a) Interested parties may collect Enlistment Schedule from General Services Department, Head Office Meghna Bank PLC. against payment of Tk. 2,000/- (Nonrefundable) in the form of Payment Order favoring Meghna Bank PLC by



			5:00 PM on any working day from March 01-March 6, 2024.
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 or works, change color, quality, brand etc.		


Head of General Services Department

