

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

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

Date: July 10, 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.: 10/07/2023
- 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 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: 20/07/2023 Time: 12:30 PM.
- 8) Opening date and time of Tender Bid : Date: 23/07/2023 Time: 12:00 PM.
- 9) Details of Work : As detailed in the Tender Schedule (Enclosed)
- 10) 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
- 11) 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"






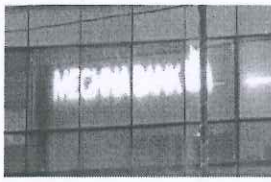
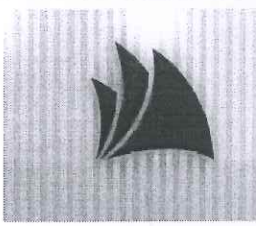

The Bank reserves the right to accept or reject any or all the tender or any part thereof without assigning any reason whatsoever and reserves the right to further negotiate with any of the bidders. The Bank Authority also reserves the right to modify the specification etc.


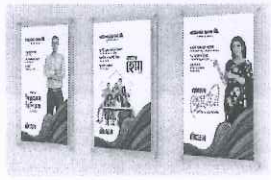

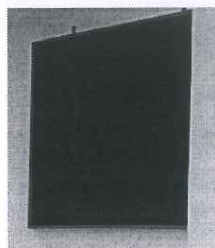






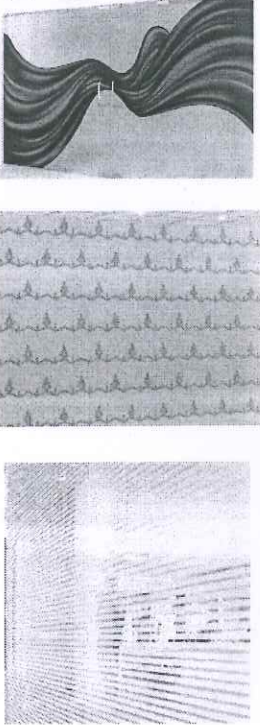

Head of General Services Department




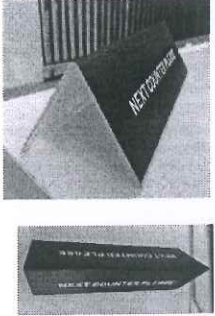
“Annexure-A”





Signage					
Sl	Items Name	Materials Specification	Size	Sample	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.	Per Sq Ft - W (As per requirement)' x H 04'		
2	Signage (Light Box)	Aluminum 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.	Per Sq Ft - W (As per requirement)' x H 04'		

3	Vertical 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.	Per Sq Ft - W (As per requirement)' x H 03'		
4	Signage (Acrylic Letter)	Acrylic cover letter making (as per design & color), LED light with power supply, 8 mm PVC wood letter cutting for base. 1"x1" MS Box frame making for letter support	Per sq ft (As per requirement). -visit Banani branch for sample		
5	Light Box Signage Print Change	Penaflex Reverse Print	Per Sq Ft		
6	Light	LED Tube Light	Per Piece		
7	Cable	Cable for LED Tube light	Per Meter		
Branding Items					
8	Tellar Back logo	Acrylic cover Letter, pvc wood letter cutting, Led Light with Power supply	Per Piece - W 3' x H as per proportion		
9	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	Per Piece - W 15" x H 24"		

10	Collage Wall Print	Digital Inkjet Print Pasted on 5 mm PVC Board installed on the wall	Per Sq Ft		
11	Product Display Board	Digital Inkjet Print Pasted on 5 mm Acrylic Board installed with 3/4" SS knob	Per Piece - W 2' x H 3'		
12	Sticker	Digital Inkjet print with matt/glossy lamination	Per Piece		
13	Wooden Notice Board-02	Made by wooden board, foam, inkjet print with pvc board	Per Piece - W 32" x H 32"		
14	Branch Name Board 01	Made by 10mm glass with inkjet print & ss knob	Per Piece - W 24" x H 18"		
15	Branch Name Board 01	Made by 10mm glass with inkjet print & ss knob	Per Piece - W 13" x H 15"		

16	Bangladesh Bank notice Board-02	Made by wooden board with side border ,inkjet print with pvc board	Per Piece - W 32" x H 32"		
17	Painting	Made by wooden board with side border ,inkjet print with pvc board	Per Piece - W 32" x H 32"		
18	Glass Branding	Frosted Sticker	Per Sq Ft		

19	Glass Branding	One Way Vision Sticker	Per Sq Ft		
20	Boucher Holder	Laser cutting of 5mm PVC board with inkjet print with 03 side pocket	Per Piece (visit branch for sample)		
21	Acrylic Slip Holder	Made by 3mm acrylic with inkjet print	Per Piece (visit branch for sample)		
22	Hanging Message Display Stand	Made by ss rod/ ss chain, 08 mm pvc board & both side inkjet print.	Per Piece - W 24" x H 6"		
23	Table Top - 01	Made by 5mm PVC board with Inkjet print	Per Piece - As per sample		
24	Table Top - 02	Acrylic table top with inkjet print	Per Piece - As per sample		

Event Branding Items					
25	X Banner	X Banner print	Per Piece - W 2' x H 5'		
26	X Banner	X Banner stand	Per Piece		
27	Popup	Popup Banner print	Per Piece - W 31" x H 84"		
28	Popup	Popup Banner stand (as per sample)	Per Piece - As per sample		
29	Banner with Wooden Frame	PVC Banner black media print and fitting with wooden frame	Per Sq Ft		
30	Cutout	5mm PVC board with inkjet sticker pasting	Per Sq Ft		

- This rate chart template must to be followed
- Valid up to July 31, 2024
- Price must be inclusive of VAT & TAX

