MEGHNA BANK PLC.

INFORMATION TECHNOLOGY DIVISION

MEGHNA BANK
together we sail

November 17, 2026

Tender Notice for Procurement of Network Infrastructure Items for Meghna Bank PLC Khulsi Branch Extension

1. TERMS AND CONDITIONS

1.1 Eligibility:

(I) **Prior Banking/Financial Organization Experience:** To be eligible for selection, the participating bidder must have successfully completed at **least one (01) similar supply, installation, or service contract** in a **Bank or Recognized financial institution**.

1.2 Tender Preparation:

(I) Tenders must be submitted in an envelope. In case of participating in multiple Network infrastructure items All proposals should be submitted in to separate envelopes and submitted in the specific designated box. All the envelopes should be duly sealed & signed.

(II) Bidders must **submit their Previous Work experience/Work Order/Experience Certificate (From Banking/Financial Sector)** in a separate sealed envelope in the below mentioned format:

Sl.	Bank/ Financial Organization Name	Name of the Service	Quantity	Total project Cost	Remarks (If Any)
1					

(III) Proposal will be opened on the specified date mentioned in the Tender Notice.

(IV) The bid forms must be filled in through computer printer or in typing without overwriting and without any erasing and modifications and when completed shall contain all the required information.

(V) The offer should be submitted in a sealed cover.

(VI) Company name with bidding Item name should be marked Clearly on the envelope.

(VII) Offers in the bid should be free from any condition and any conditional offer will disqualify the bidder. Unless otherwise provided herein bids shall be submitted on a firm and final price basis including all charges. Each page of the proposals must be signed and sealed properly by the authorized representative of the bidder and filled in where applicable.

1.2. **Award Finalization and subsequent actions:** The Bank will award the contract to the Bidder whose offer is found to be substantially responsive and who has offered technically suitable proposal & whose quoted price is within the acceptable limit of the Bank. After selection of the vendor, the vendor will maintain close contact with the bank to sort out details of works to be undertaken.

1.3. Meghna Bank reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

1.4. In case of any error detected in the Bill of Quantities or in other documents at any time, Meghna Bank reserves the right to rectify such error.

1.5. The detailed specifications, terms and conditions are incorporated in this tender schedule.

1.6. Meghna Bank is not bound to accept the lowest price.

1.7. For the purpose of warranty period, work completion time will be counted from the date of installation, testing and commissioning of the offered solution.

1.8. After commencement, work may be delayed due to unforeseen reasons; in such cases, no compensation will be entertained.

1.9. No tender document will be issued/received by mail.

1.10. Import documents should be issued in favor of bidder itself.

1.11. Tender offer may be rejected for any one of the reasons listed herein under. Decision of the Bank will be final in this regard:

- Failure to submit Tender before the specified closing time.
- All or any pages of the Tender document are not signed and sealed by the Tenderer.
- Failure to comply with Specifications annexed herewith.
- Any false statement or evidence of fraud.
- Failure to comply with all the instructions of the Tender.
- Any alteration in the tender schedule.
- Any discrepancy, overwriting, erasing, ambiguity or omission in quoting rate and in furnishing the tender document.

1.12. No price escalation will be entertained

1.13. Other Terms & Conditions:

- Bank has the right to execute full or part of the work.
- The Vendor should consider that the firm can be requested to do some extra work those are not specifically mentioned in the schedule but might be necessary for the completion of the work.
- No tender will be accepted for partial quantity.
- The bid owner must maintain "Business Account" with Meghna Bank PLC. All Payment will be disbursed through the Business Account.

1.14. **Product Delivery**

- Delivery period: To be mentioned by the bidder.
- Delivery of the items to be made at IT Division/Head Office or designated place as desired by the Bank.

2. TENDER SUBMISSION

2.1. The Tender shall be submitted to the following address:

The Chairman, Procurement Committee, Meghna Bank PLC.
Suvastu Imam Square, 65 Gulshan Avenue, 6th Floor, Gulshan-1, Dhaka 1212.

2.2. The Tender documents shall be dropped in the tender box by **Date: November 24, 2026 by 4:00 PM**. No tender shall be entertained after the specified time and date. Tender papers must be properly filled in, sealed and signed by authorized official with bidder's name, address, etc.

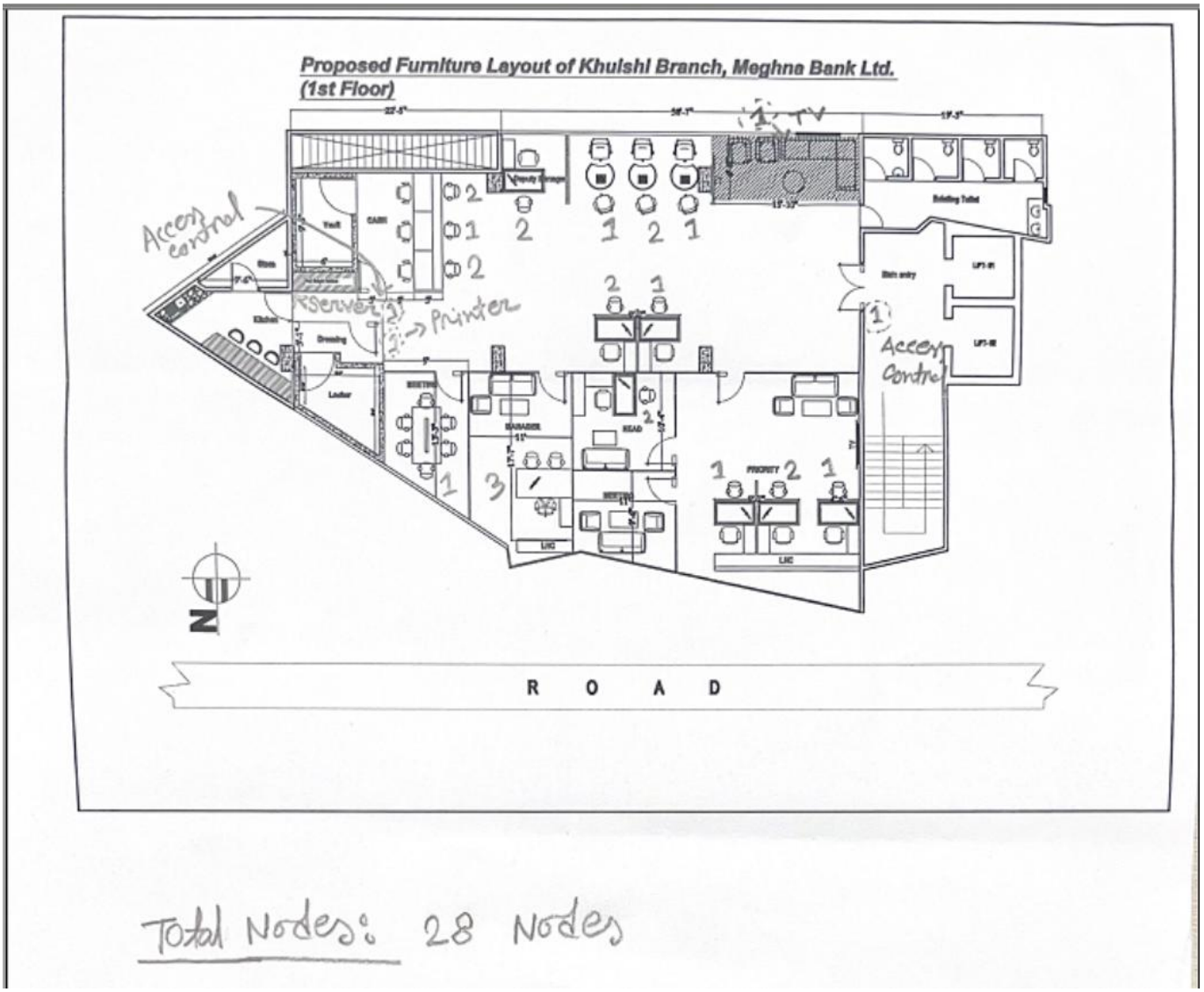
2.3. No Tender document will be received by mail.

2.4. Technical Clarification:

For any technical Clarification, please contact with the following Bank's Official:
Name: Mr. G.M. Tariquzzaman
Contact: +88 01675108501
Email: tariq.zaman@meghnabank.com.bd

4. SCOPE OF WORK

Structured Cabling:

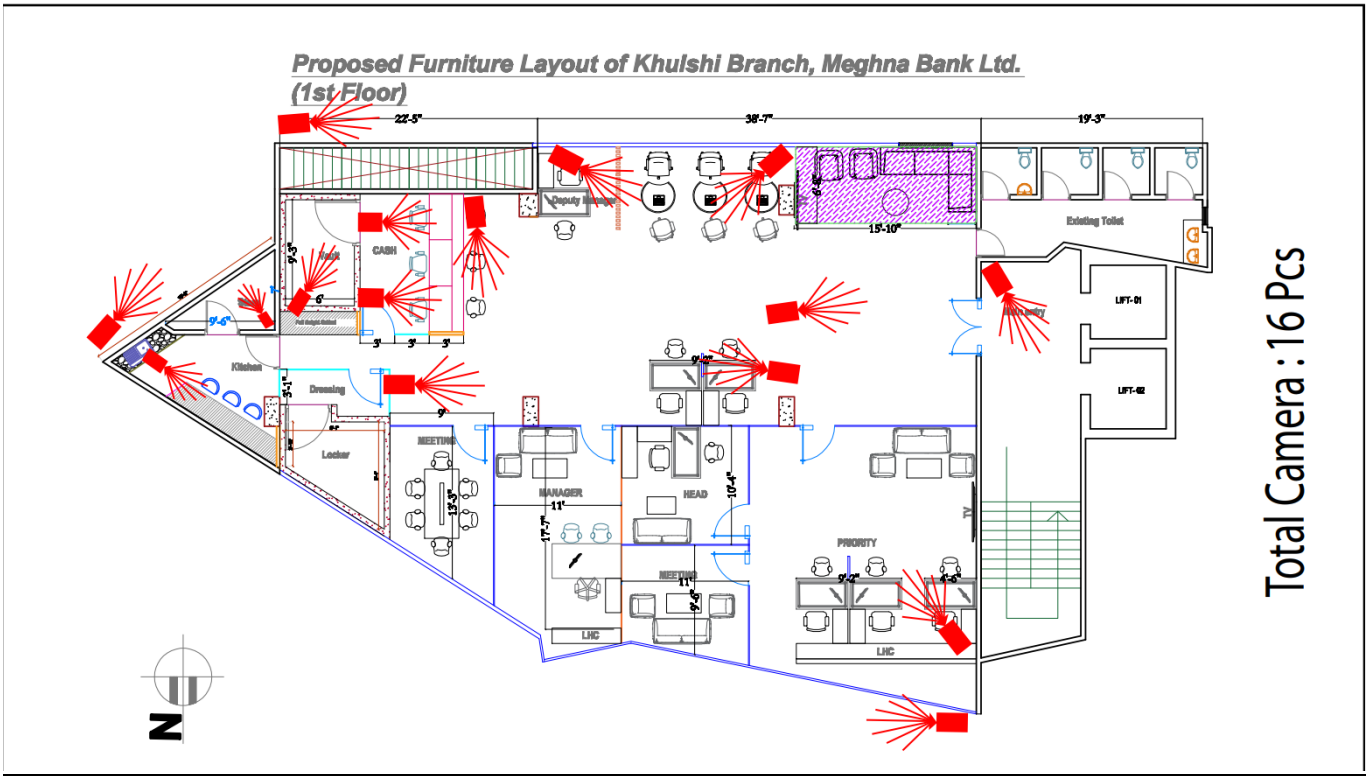


28 nodes Structured Cabling for Khulsi Branch Extension.

Requirements:

1- No need for New server Rack. Server Rack won't be relocated.
2- Include required Accessories

CCTV Surveillance System:



16 units CCTV Camera for Khulsi Branch Extension.

Requirements:

1- Dahua NVR DHI-NVR5416-4KS2 already installed. So, no need to for NVR system.
2- 14 Units Camera already installed. Need 2 units new 2 MP Cameras without sound.
3- As this is an extension, might need to relocate some cameras from the existing location.
4- Other required Accessories

4.1 WORK COMPLETION TIME:

(I) The bank will issue a work-order to the successful bidder upon acceptance of the offer.
(II) Work must be completed within the time specified in the work order/Notification of Award

05. WARRANTY, AMC & AFTER SALES SERVICE

I. The **bank requires 1 (one) year full warranty from the date of installation.** During this period, the selected vendor must repair any defect/replace any parts of the equipment and render services in connection thereto at its own cost.

06. Price Submission

6.1. Prices must be quoted both in figures & in words. If there is any discrepancy between the price in figure & the price in words, the later one will prevail.

6.2. The bank reserves the authority to rectify any computation error in the price quotation of

the bidders.

6.3. The quoted price should be including VAT & Tax. The bank shall deduct VAT & income Tax as per applicable Govt. rules while making payments.

6.4 Validity of Bids: Bids shall remain valid, at a minimum, for the period of 90 Days from the last date of bid submission.

6.1. Financial Offer format

Sl.	Item Name	Qty.	Unit Price in BDT (Including Tax and all other cost)	Total Price in BDT (applicable VAT rate (%) and all other cost	Remarks
1					

07. Payment & Security

1. The bank may issue single work order or in phases. The vendor will submit bill/invoice after work competition and bank will make payment accordingly.
2. While making payment, VAT & income TAX will be deducted at source as per Govt. rule.
3. **All payments shall be made in BDT and after satisfactory completion of the work (Bangladeshi Taka)**

THE END