

Head Office, Suvastu Imam Square [Level- 7]

65 Gulshan Avenue, Gulshan-1, Dhaka-1212

***Ref No: MGBPLC/PROC/RFQ/Y25/1383* *Date: July 31, 2025***

**Tender Notice of** **Board Meeting Management Solution for Meghna Bank PLC.**

MEGHNA BANK PLC, one of the fourth-generation commercial banks in Bangladesh, provides services in the field of Retail Banking, SME Banking, and Corporate Banking. The Bank invites proposals from qualified bidders to participate in the bidding process or the design, development, and deployment of a Board Meeting Management Solution for the Bank.

The intending tenderer shall have to apply in writing along with documentary evidence to meet the following criteria, who fulfill the following eligible criteria, are eligible to get the tender document:

1. The bidder must have a legal entity registered in Bangladesh and Must have Satisfactory performance Certificate from renowned Bank/Corporate Houses;
2. Bidder must have a successful implementation of Board Meeting Management Solution to any institution
3. Bank Solvency Certificate;
4. The organization should have been established for 3 years.
5. The bidder must submit the original equipment manufacturer’s authorization letter (if applicable).
6. Copy of Trade License;
7. Attested copy of TIN Certificate;
8. Attested copy of VAT Certificate;

The detailed **Scope of Work** is outlined below:

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**Technical & Functional Offer Submission (soft copy):** The bidder shall submit a soft copy of the FUNCTIONAL & TECHNICAL Proposal Only through e-mail to IT Project Management Office, **Email:** **pmo@meghnabank.com.bd**by **14th August 2025**, The subject of the e-mail containing Functional & Technical Offer would be mentioned as **"Functional & Technical Bid for Board Meeting Management Solution”** with the format above provided format file (SoW for Board Meeting Management Solution).

**the Commercial Offer (hardcopy) should be submitted to:** Chairman, Procurement committee, Meghna Bank PLC, Address: Subastu Imam Square, Level-7, 65 Gulshan Avenue, Gulshan-1, Dhaka 1212, Bangladesh. submission by **14th August** 2025 by 5:00 PM.

**Special Instruction:**

1. Tender bids shall remain valid for 60 (Sixty days) from the date of submission of tender document;
2. If any holidays fall on the date of opening tender bids, then all bids shall be open on the following working day;
3. Tender bids shall be declared disqualified if all papers/documents called for above mentioned documents are not unclosed.
4. Any additional information (e.g.: brochures, client testimonials, etc.) should not be included in the tender as hard copy. The bank will ask later if required.
5. Tender Submission dealline is **14th August 2025 by 5:00 PM** (For Both Commercial & Technical)

The Bank Authority reserves the right to accept or reject any or all the quotations in full or part without assigning any reason whatsoever. For any further query, please contact with contact A K M Arifuzzaman (Razib), **Project management office**, e-mail: **pmo@meghnabank.com.bd**, phone: +8809610016736, Ext: 70081 & 70082, Cell: +8801306653808)