**Ref: MGBPLC/HO/LoD/AOF-Archiving/2025/3775 Date: May 29, 2025**

**Invitation to** **Tender for Ongoing Digital Archiving of Account Opening Forms for Meghna Bank PLC.**

Meghna Bank PLC, one of the leading fourth-generation commercial banks in Bangladesh, is committed to providing exceptional customer service to both its existing and prospective clients. In alignment with its service excellence goals and regulatory compliance requirements, the Bank has already implemented a Document Management System (DMS). As part of its ongoing digital transformation efforts, the Bank is now undertaking an initiative to digitally archive all existing and future account opening forms in existing DMS solution through a all-inclusive **Document Scanning & Indexing Service** from a 3rd party.

To support this initiative, Meghna Bank PLC invites proposals from qualified and experienced bidders with a proven track record in providing **Document Scanning & Indexing Service**. Bidders must demonstrate prior experience working with banks, non-bank financial institutions (NBFIs), or similarly large organizations.

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

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| --- | --- | --- | --- |
| **SL NO** | **Name of Items** | **BOQ** | **Offer Unit Price Including VAT & TAX** |
| **01** | **Document Scanning & Indexing Service:**Vendor will use their own imaging and Human resources. Bank shall provide archiving platform (DMS Solution), server and storage, space, logistic support (Desk with chair) and utilities (AC, Electricity Connection) for service delivery. **Service description:*** Pre-Process (Un-staple, unbind of files, fix damaged document etc.)
* Scanning (Scanning @ 200 dpi, dual-streaming, 24- bit color)
* Post process
 | **50.00 Lac pages (Approx.)** |  |
| **02** | **Document Indexing Service:**Intelligent QC, Data Entry and Releasing of data in DMS Solution (Up to 5 fields) |

Price quotation (Including VAT & AIT) shall be submitted based on the SoW in above table in a sealed envelope labeled **“Tender for Ongoing Digital Archiving of Account Opening Forms for Meghna Bank PLC.”** to the **Chairman Procurement Committee**, Meghna Bank PLC. Head Office, Level-06, Suvastu Imam Square, 65 Gulshan Avenue, Gulshan-01, Dhaka-1212 on or before 26th June, 2025 by 5.00 pm along with following documents:

1. Copy of Trade License;
2. Attested copy of TIN Certificate;
3. Attested copy of VAT Certificate;
4. Must have Satisfactory performance Certificate from renowned Bank/Corporate Houses;
5. Bank Solvency Certificate;

**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. The bank will ask later if required.

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 **Project management office** of Meghna bank PLC (e-mail: pmo@meghnabank.com.bd, phone: +8809610016736, Ext: 70081 & 70082)