

## Enlistment Notice

# Enlistment Notice for IT Vendors for supply of Hardware, Software, Infrastructure Development, and Support Services at Meghna Bank Limited, Dhaka

Meghna Bank Limited is Inviting all potential IT vendors who are supplying the best products and services in the country or abroad. As you know, we are more intense about compliance and quality products before procuring for Bank. All interested vendors are requested to communicate with IT Division, Head office, Meghna Bank Limited.

Other terms and conditions are available at web site ([www.meghnabank.com.bd](http://www.meghnabank.com.bd))

*Please contact below person for queries:*

For Category – 01, 04 & 05 (Hardware for System, License, Operational, Physical & Maintenance Support & Services):

**Md. Zahid Bin Huda**

**IPT: +8809610016736, Ext:70002 M: +8801711467628**

**Email: [zahid.huda@meghnabank.com.bd](mailto:zahid.huda@meghnabank.com.bd)**

For Category -02 (Hardware for Network Support):

**G.M. Tariquzzaman**

**IPT: +8809610016736, Ext:70013 M: +8801675108501**

**Email: [tariq.zaman@meghnabank.com.bd](mailto:tariq.zaman@meghnabank.com.bd)**

For Category-03 (License/Software & Applications Maintenance Support & Services):

**A K M Arifuzzaman**

**IPT: +8809610016736, Ext:70081 M: +8801306653808**

**Email: [akm.arifuzzaman@meghnabank.com.bd](mailto:akm.arifuzzaman@meghnabank.com.bd)**

**Vendor Enlistment Areas:**

Sl.	Category Code	Category Name	Category Items
1	Category -01	Hardware for System Support	Server, Storage, Laptop/Desktop, Network/Desktop Printer, Scanner, MICR Scanner, SSD, RAM, Keyboard, Mouse, Off-Line UPS: 650VA, 1200VA etc. and other Computer Peripherals;
2	Category -02	Hardware for Network Support	Structured Cabling, CCTV-NVR System, IP Phone, Switch, Router, Firewall, Access Control, WAN Connectivity, Vault Alarm Solution, Online UPS: 01KVA, 03 KVA etc.,
3	Category -03	License/Software & Applications	Software & Hardware, Licensing, Customized Application, and Maintenance Support & Service
4	Category -04	Operational Support	Operational Support Service (i.e. Printing Services)
5	Category -05	Physical Maintenance	Maintenance & Support Services for DC & DRS

**Terms and Conditions:**

- Interested Vendors must have experience of at least 03 years such work in the Banking/Financial/Well reputed organizations.
- This original Schedule must be submitted duly signed and sealed along with all required particulars of the applicant.
- Each category must be highlighted on the top of each envelope.
- Sealed applications in prescribed forms are hereby invited from bona fide and reputed
- Companies for enlistment in the following categories with Meghna Bank Limited for a period of 03 (Three) years.
- Enlistment Application form(s) along with a Payment Order Amounting **Tk. 5,000/=** (Taka Five Thousand Only) Favoring **"MEGHNA BANK LIMITED"** have to be submitted at Meghna Bank Limited, IT Division, Head Office, Suvastu Imam Square **[Level-06]**, 65 Gulshan Avenue, Gulsahn-01, Dhaka-1212.

<b><i>Last date for submitting Queries by vendor</i></b>	<i>10-Sep-23</i>
<b><i>Last date that Bank will respond to Clarifications</i></b>	<i>12-Sep-23</i>
<b><i>Last date for submission</i></b>	<b><i>14-Sep-23 by 5:00 PM</i></b>

- The Bank authority reserves the right to accept or reject any or all the applications with or without any reason whatsoever.

Money Receipt #

**APPLICATION FORM FOR VENDOR ENLISTMENT**

Category Name		Category Code	
Issuing Bank		PO Amount	Pay Order NO

1. **Business/Organization Name:** .....

2. **Nature of Business:**

Corporation       Partnership       Proprietorship       Others

Specify if others: .....

3. **Owners' Name:**

a) 1<sup>st</sup> Owner Full Name : .....

Contact Number : .....

b) 2<sup>nd</sup> Owner Full Name : .....

Contact Number : .....

c) 3<sup>rd</sup> Owner Full Name : .....

Contact Number : .....

4. **Present Address** : .....

5. **Permanent Address** : .....

6. **Date of establishment of the firm** : .....

7. **Year of experience in the business** : .....

8. **Key contact person:**

a) Full Name : .....

Designation : .....

Contract No : .....

b) Full Name : .....

Designation : .....

Contract No : .....

9. Official Telephone Number : .....

10. Official E-mail Address : .....

**BUSINESS INFORMATION:**

1. Trade License No :

2. TIN No :

3. VAT Registration No :

4. Bank Information :

a) Bank name :

b) Branch name :

c) Account Number:

**5. References of other companies worked with (At Least One):**

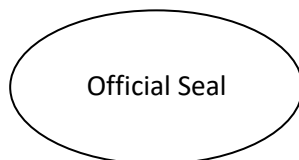
SL	Name of Organization	Address	Type of Works	Remarks

**6. Attachment (tick appropriate one):**

1	3 copies of PP size photograph of Proprietor/Managing Director	<input type="checkbox"/>
2	Affidavit/Memorandum of Articles & Association of the Firm (as applicable) (Photocopy must be Duly Attested)	<input type="checkbox"/>
3	TIN Certificate & Latest Tax Return Certificate (Photocopy must be Duly Attested)	<input type="checkbox"/>
4	VAT Registration Certificate (Photocopy must be Duly Attested)	<input type="checkbox"/>
5	Valid Trade License (Photocopy must be Duly Attested)	<input type="checkbox"/>
6	Bank Solvency Certificate (Photocopy Attested)	<input type="checkbox"/>
7	Performance Certificate from the reputed organization (At Least One)	<input type="checkbox"/>
8	Valued Client list	<input type="checkbox"/>
9	Others (if any)	<input type="checkbox"/>

We solemnly declare that the statements made above and the information/documents provided as per the checklist are correct. We also agree that any wrong or wrong information furnished by us shall cause our application unacceptable to the Bank.

Date: ..... /...../.....



SIGNATURE OF THE  
PROPRIETOR/PARTNER/CEO/MD/CAHIRMAN