

MEGHNA BANK LTD.
together we sail



Head Office, Suvastu Imam Square (Level - 6)
65 Gulshan Avenue (Gulshan-1), Dhaka
PABX: 9857251 (Ext: 8201, 8205)

Notice for Enlistment

Meghna Bank Limited intends to enlist reputed firms/companies /suppliers/ vendors/ organizations under the following categories for next 03 (three) years:

Category	Description
Category – 1	: Supply of Stationery items
Category – 2	: Stationery Printing (Forms, Registers etc.)
Category – 3	: Security Papers and Printing
Category – 4	: Supply of ICT equipment, accessories and consumables (like Laptop/Desktop computer, Router, network switch, firewall, banking & utility software, Structured Cabling & networking accessories, Online/offline UPS [650 VA - 60KV], flatbed/document/MICR scanner, Network/desktop printer, Server, Computer accessories, CCTV, DVR/NVR, PABX, IP/ PABX Phone set, Finger print access control, others computer software & hardware items, toner etc).
Category – 5	: Supply of Mechanical equipments/Electrical Accessories/ Electrical items and its repairing/ replacement thereof
Category – 6	: Architectural/Interior Designing - Consultancy Service, Interior Decoration and its repairing/replacement thereof
Category – 7	: Supply of furniture and fixtures (Steel furniture, iron safe, locker etc.) & its repair/replacement thereof
Category – 8	: Advertising Services for Print and Electronic Media
Category – 9	: Advertising/ Branding - Pena flex Sign Board, Bell Sign, Neon Sign Board and Hoardings etc.
Category – 10	: Courier Service
Category – 11	: Maintenance of Office Vehicles
Category – 12	: Security service and cleaning service, cash carrying and outsourced services
Category – 13	: Insurance Coverage
Category – 14	: General order suppliers/ services, which do not fall under any of the above categories

Interested parties may collect Enlistment Schedule of each category from General Services Department, Head Office of Meghna Bank Limited against payment of Tk. 2,000/- (Nonrefundable) in the form of **Payment Order** favoring Meghna Bank Ltd. by 5:00 pm on any working day from Feb 10, 2020 to Feb 25, 2020.

The collected Enlistment Schedule shall have to be submitted along with a request letter for enlistment (in Company's/Firm's letter head pad) in sealed envelope mentioning the category on top positively. One Firm/Company/Supplier/Vendor can apply for multiple categories but need to apply separately.

Last date and time of submission: February 27, 2020 within 5:00pm

Place of submission: General Services Department, Head Office, (Level : 06), Meghna Bank Ltd, "Suvastu Imam Square", 65 Gulshan Avenue, Gulshan, Dhaka.

Please note that Meghna Bank Limited authority reserves the right to accept or reject any or all Enlistment Schedule in part or in full without assigning any reason whatsoever.

**Executive Vice President
Head of GSD**

