



Head Office, Suvastu Imam Square (Level - 3 & 6)
65 Gulshan Avenue (Gulshan-1), Dhaka-1212

Ref : MGBL/HO/GSD/Courier/2022

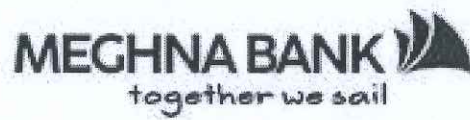
Date : November 07, 2022

Tender Notice for deployment of Courier Service Provider.

Sealed tenders are hereby invited for selecting of courier service provider for sending Welcome Letter/ Address Verification Letter, Regular Document, Regular Parcel, Office Equipment and Stationeries from Head Office to Branches Premises and vice versa.

- 1) Tender Notice Ref. No. and Date : MGBL/HO/GSD/Courier/2022, Dt.: November 07, 2022
- 2) Purpose of tender : Selection of Courier Service Provider.
- 3) Eligibility for the tender : Any reputed and experienced firms/suppliers in related field.
- 4) Name of the sales office of Tender Schedule : General Services Department, Head Office Dhaka
- 5) Address of the office to submit the Tender Bid : Suvastu Imam Square (L-06), 65 Gulshan Avenue, Gulshan-1, Dhaka General Services Department, (in the designated Tender Box placed in the reception.
- 6) Name of Division/ Department inviting Tender : General Services Department, Head Office, Dhaka
- 7) Last date of submission of Tender Bid : Date: 18/12/2022 Time: 12:30 Hrs.
- 8) Opening date and time of Tender Bid : Date: 18/12/2022 Time: 17:00 Hrs.
- 10) Details of Work : As detailed in the Tender Schedule (Enclosed)
- 11) Papers/certificates to be enclosed with the Tender Bid :
 - a) Copy of Trade License
 - b) Attested photocopy of the proof of ownership of the tender
 - c) Attested copy of full income tax paid certificate including TIN
 - d) Attested photocopy of VAT certificate
 - e) Nationality certificate (issued by Mayor, City Corporation/ Chairman (Municipal/Union Council)
 - f) Satisfactory performance certificate.
- 12) Special instructions :
 - a) If any holiday falls on the date of opening of Tender bids, then it will open on next/following working day.
 - b) Tender Bids shall be declared ineligible if all papers/documents called for in serial no.: 11 are not enclosed.
 - c) Beside all above noted conditions all other terms and conditions mentioned in the Tender Schedule shall also apply.
 - d) Financial offer must be as per enclosed **"Annexure-A"**
 - e) List of Urban & Rural Branches is enclosed herewith as **"Annexure-B"** for your reference.





The Bank reserves the right to accept or reject any or all the tender or any part thereof without assigning any reason whatsoever and reserves the right to further negotiate with any of the bidders. The Bank Authority also reserves the right to modify the specification etc.



A handwritten signature in black ink, consisting of a series of loops and a long, sweeping horizontal stroke at the end.

Head of General Services Department

Annexure-A

Financial Offer

Deliverables	Unit	Rural	Urban
Welcome Letter/ Address Varification Letter	Par Letter		
Delivery Lead Time			

Deliverables	Unit	Rural	Urban
Regular Documents	500 gm		
	1 Kg.		
	1.5Kg.		
	2 Kg.		
	for each additional Kg.		
Delivery Lead Time			

Deliverables	Unit	Rural	Urban
Regular Parcel	500 gm		
	1 Kg.		
	1.5Kg.		
	2 Kg.		
	for each additional Kg.		
Delivery Lead Time			

Deliverables	Unit	Rural	Urban
Office Equipment & Stationeries	500 gm		
	1 Kg.		
	1.5Kg.		
	2 Kg.		
	for each additional Kg.		
Delivery Lead Time			

*** All the price should be inclusive of VAT & Tax



"Annexure-B"

Branch Address (Urban)			
Sl No	Name of Branch	Location	Branch Status
1	Principal Branch (New Premises)	Suvastu Imam Square (Ground Floor), 65 Gulshan Avenue (Gulshan-	Urban
2	Chawkbazar Branch	M/s. Hazi Matiur Rahman Bhaban, 189 Water Works Road, Lalbagh,	Urban
3	Motijheel Branch	Central Insurance Bhaban 7-8 Motijheel C/A, Dhaka-1000	Urban
4	Agrabad Branch	Delowar Bhaban, 104 Agrabad C. A., Chittagong	Urban
5	Narayangonj Branch	"Hazi Hashem Trade Center", 55/A, S.M. Maleh Road, Tanbazar,	Urban
6	Gazipur Chowrasta Branch	"Chandona Plaza", Holding # 48, Dhaka Road, Chandona Chowrasta,	Urban
7	Madhabdi Branch	"Haji Siraj Tower", College Road, Madhabdi Bazar, Madhabdi,	Urban
8	Dhanmondi Branch	Holding # 48/8, Road # 9/A, Vasha Shainik Towaha Sarak (Satmasjid	Urban
9	Jubilee Rd. Branch	"2nd floor, Haque Tower, 610/11, Jubilee Road, Chittagong"	Urban
10	Uttara Branch	"1 st floor & 2 nd floor, Shafina Center, 14 Garibe Newaz Avenue, Sector #	Urban
11	Mohipal Branch	1 st floor, Mir Hossain Chowdhury Complex, 169, Mohipal, Feni	Urban
12	Bogra Branch	"1 st floor, Jamil Buildings, 51 & 52, Borogola, Bogra"	Urban
13	Laldighirpar Branch	1st floor, Bakht Center, Laldighirpar, Sylhet.	Urban
14	Rangpur Branch	"Khan Bahadur Abdur Rauf Plaza, House# 1, Road # 1, Station Road,	Urban
15	Khulna Branch	"19KDA Avenue, Tetultolar Mor, Sheikhpura, Khulna"	Urban
16	Barisal Branch	"Barisal Islamia Urban Shomobaya Samity Ltd. Building", 116 Sadar	Urban
17	Mirpur Branch	"Islam Plaza, Plot #7, Harun Mollah Road#3, Section#7, Pallabi, Dhaka"	Urban
18	Rajshahi Branch	"Prince Tower", Saheb Bazar, 25, Rani Bazar, Batar Mor, Rajshahi.	Urban
19	Kishoregonj Branch	1st & 2nd floor, Amzad Bhuiyan Plaza, 370, Borobazar,	Urban
20	Sonargaon Rd. Branch	RK Tower (1st floor), 312, Hatirpool, Sonargaon Road, Dhaka.	Urban
21	Comilla Branch	Razzak Mansion Complex (1st floor), 63, Nazrul Avenue, Kandirpar,	Urban
22	Kushtia Branch	72 N.S. Road (1st floor), Kushtia	Urban
23	Jessore Branch	20, R N Road (1st floor), Jessore.	Urban
24	Joypurhat Branch	84, Tazim Plaza (1st floor), Batamore, Joypurhat Powrashava,	Urban
25	Banani Branch	Autograph, 67 & 68 Kamal Atatuk Avenue, Dhaka	Urban



"Annexure-B"

Branch Address (Rural)			
Sl No	Name of Branch	Location	Branch Status
1	Sathibari Branch	Highway Shopping Center, Sathibari Bazar, Mithapukur, Rangpur	Rural
2	DEPZ Branch	Swapnil Tower, Bipail (Near Ashulia Police Station), Ashulia, Dhaka	Rural
3	Kalampur Branch	Jahanara Super Market, Kalampur Bazar, Dhamrai, Dhaka	Rural
4	Bormi Bazar Branch	"Paul Market", Pathantek, Bormi Bazar, Sreepur, Gazipur	Rural
5	Madambibirhat Branch	at "M A Trade Center", Madambibirhat, Near Sheuli Petrol	Rural
6	Bandura Branch	"SD Shopping Complex", Bandura, Nawabgonj, Dhaka	Rural
7	Hatikumrul Branch	"Haji Iman Ali Complex", Hatikumrul, Sirajgonj Road,	Rural
8	Choyani Bazar Branch	"Sobhan Market", School Road, Choyani Uttar Bazar, Begumgonj,	Rural
9	Munshirhat Branch	1 st floor, Amir Hossain Dealer Market, Munshirhat Bazar,	Rural
10	Zamindarhat Branch	1 st floor, Oman Market, Zamindarhat, Begumgonj, Noakhali	Rural
11	South Surma Branch	1st floor, Niamah Tower, Chondipul Point, South Surma, Sylhet-3100	Rural
12	Patherhat Branch	Noapara School Market, 1 st floor, Potherhat, Noapara, Raozan,	Rural
13	Takerhat Branch	Sahabuddin Mollah Complex, 1st floor, Takerhat, Rajoir, Madaripur.	Rural
14	Chehelgazi Branch	Hajee Danesh Science and Technology (HSTU); Mouza: Subra,	Rural
15	Zirabo Branch	"Jalil Complex, Vill: Zirabo, Union: Yearpur, Thana: Ashulia, Dist.:	Rural
16	Rampal Branch	"Sufia Plaza, Shipahi Para, Rampal, Munshigonj"	Rural
17	Aman Bazar Branch	"Sanowara Convention Hall"; AmanBazar, Chickondondi, Thana:	Rural
18	Ananda Bazar Branch	Vill: Ramdaspur, Mouza: Ramdaspur; Union: Farajikandi;	Rural
19	Rampur Bazar Branch	"Gawsia Tower" 1st floor, Rampur Bazar, Hajigonj, Chandpur.	Rural
20	Senbagh Branch	'Amir Ali Market', 1st floor, Senbagh Bazar, Senbagh, Noakhli	Rural
21	Anowara Branch	Anu Miah Market (1st floor), Bandar Community Center, Shah Mohshen	Rural
22	Pangsha Branch	Maya Super Market (1st floor), Pangsha Bazar, Pangsha, Rajbari.	Rural
23	Nalchity Branch	11, Station Road (1st floor), Nalchity, Jhalakathi	Rural

