

Ref : MGBL/HO/GSD/Branding Items/2024

Date: October 21, 2024

**Tender Notice for Branding Items.**

Sealed tenders are hereby invited for procuring of Branding Items for Meghna Bank PLC.

- 1) Tender Notice Ref. No. and Date : MGBL/HO/GSD/Branding Items/2024,  
Dt.: 21/10/2024
- 2) Purpose of tender : Procuring of Branding Items.
- 3) Eligibility for the tender : Any reputed company worked with **minimum 3 banks and has 5 years of experience** in operation.
- 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-03, 06 & 07), 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: 27/10/2024 Time: 12:30 PM.
- 8) Opening date and time of Tender Bid : Date: 27/10/2024 Time: 01:30 PM.
- 9) Details of Work : As detailed in the Tender Schedule (Enclosed)
- 10) Papers/certificates to be enclosed with the Tender Bid :
  - a) Copy of Trade License
  - b) Copy of TIN, VAT, BIN certificate, Bank Solvency Certificate, latest return submission acknowledge copy and valid renowned client list with contact number.
- 11) 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.: 10 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"**





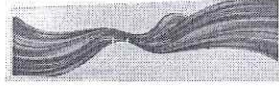

The Bank reserves the right to accept or reject any or all the tender or any part thereof without assigning any reason whatsoever and reserves the right to further negotiate with any of the bidders. The Bank Authority also reserves the right to modify the specification etc.

A handwritten signature in black ink, appearing to be "M. M. M.", is written over a long, thin horizontal line that extends from the right edge of the signature towards the left.

Head of General Services Department



**“Annexure-A”**

<b>Signage</b>					
Sl	Items Name	Materials Specification	Size	Sample	Price (Including fitting & Fixing)
1	Signage (Light Box)	Aluminum Hinge Box with Reverse Print on Penaflex, LED Tube Light (Transtech/Superstar or equivalent company, Electric Cables (BRB/BBS or equivalent company) and necessary accessories. such as angle, clump, hinge, paint etc. Pana GSM :500-580 gsm Aluminum Box: 0.8-1mm	Per Sq Ft - W (As per requirement)' x H 04'		
2	Vertical Signage (Light Box)	Aluminium Hinge Box with Reverse Print on Penaflex, LED Tube Light (Transtech/Superstar or equivalent company Electric Cables (BRB/BBS or equivalent company) and necessary accessories. such as angle, clump, hinge, paint etc. Pana GSM :500-580 gsm Aluminum Box: 0.8-1mm	Per Sq Ft - W (As per requirement)' x H 03'		
3	Light Box Signage Print Change	Penaflex Reverse Print Pana GSM: 500-580gsm	Per Sq Ft		
4	Light	LED Tube Light (Transtech/Superstar or equivalent company)	Per Piece		
5	Cable	Cable for LED Tube light (BRB/BBS or equivalent company)	Per Meter		
6	Glass Branding	Frosted Sticker GSM: 100-120gsm	Per Sq Ft		
7	Glass Branding	One Way Vision Sticker GSM: 140gsm	Per Sq Ft		
8	Installation cost including Transportation		Within Dhaka City and periphery of Dhaka City (up 50km redials)		
			Outside of Dhaka City (All over Bangladesh)		

  
21/10/24



- This rate chart template must to be followed
- Quotation will remain valid up to October 31, 2025
- Price must be inclusive of VAT & TAX
- Warranty: Minimum 01 (one) year warranty of entire fitting & fixtures, electrical items & maintaining colors of the Signage as per the specimen throughout the warranty period.
- Security Money: 10% of the Work Order value will be retained by the Bank up to warranty period.

