

Ref : MGBL/HO/GSD/Image Bank Photoshoot/2022

Date: July 27, 2022

**Tender Notice for Image Bank Photoshoot.**

Sealed tenders are hereby invited for proposals to participate in the bidding process for selecting a partner for building an image bank for using in different communication mediums. Image bank would include a family of different age demography (Father, Mother Grandfather, Grandmother, Aunt, children - boy, Children - girl) in relation with Meghna Bank Limited products & services.

- 1) Tender Notice Ref. No. and Date : MGBL/HO/GSD/Image Bank Photoshoot/2022, Dt.: 27/07/2022
- 2) Purpose of tender : Procuring of Image Bank Photoshoot.
- 3) Eligibility for the tender : Any reputed and experienced company 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: 04/08/2022 Time: 12:30 PM.
- 8) Opening date and time of Tender Bid : Date: 07/08/2022 Time: 12:00 PM.
- 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 copy of full income tax paid certificate including TIN
  - c) Attested photocopy of VAT 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"**



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.

Head of General Services Department

**“Annexure-A”**

**Specifications:**

S/N	Character	Age	Layout	Location
1	Father	35	500 edited shots minimum, covering all Meghna Bank Products & Services.	As applicable
2	Mother	30		
3	Grand Father	55		
4	Grand Mother	52		
5	Aunt	20		
6	Children - Boy	8		
7	Children - Girl	6		
8	Male (2)	25-30		
9	Female (2)	22-30		

Props – Generic living equipment, and placeholders.

- Price must be inclusive of VAT & TAX

Sign & Seal