

MEGHNA BANK LTD.
together we sail



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

Ref : MGBL/HO/GSD/Courier/2021

Date : December 14, 2021

Tender Notice for Appointment of Courier Services Provider.

Sealed tenders are hereby invited for appointment of Courier Services Provider for Meghna Bank Limited.

- 1) Tender Notice Ref. No. and Date : MGBL/HO/GSD/Courier/2021, Dt.: 14/12/2021
- 2) Purpose of tender : Appointment of Courier Services Provider.
- 3) Eligibility for the tender : Any reputed and experienced firms in related field possesses technology based end to end solution with following capabilities:
 1. Competence of advanced online based booking solution along with OTP based delivery facility.
 2. Real time order creation and confirmation of delivery through OTP
 3. Real Time Tracking of delivery process through online portal
 4. Have country wide own network, delivery and pickup of deliverables from Head Office to Branches and vice versa
- 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: 23/12/2021 Time: 17:00 Hrs.
- 8) Opening date and time of Tender Bid : Date: 23/12/2021 Time: 17:10 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.
 - g) List of technical personnel with bio-data
 - h) Six months Bank Statement
- 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.



5

- 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.



[Handwritten Signature]
Head of General Services Department

Financial Offer

Deliverables	Unit	Inside Dhaka	Divisional Town	District Town	Thana	Remote Areas
Regular Documents	500 Gm					
	1 Kg.					
	1.5 Kg					
	2 Kg					
	For each additional KG					
Regular Parcel	500 Gm					
	1 Kg.					
	1.5 Kg					
	2 Kg					
	For each additional KG					
Secured Documents (Cheque Books, Pay Orders, Debit/Credit Card, Pin Mailer, Loan Related Security Documents, Welcome Letter etc.)	500 Gm					
	1 Kg.					
	1.5 Kg					
	2 Kg					
	For each additional KG					
Office Equipment/Stationery	500 Gm					
	1 Kg.					
	1.5 Kg					
	2 Kg					
	For each additional KG					
Delivery Lead Time						

- Price must be inclusive of VAT & TAX



Sign & Seal

S