

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/Wooden Gift Box/2021

Date : December 15, 2021

Tender Notice for Procuring of Gift Items with customized Wooden Box.

Sealed tenders are hereby invited for procuring of Gift Items with customized Wooden Box for the clients of Priority Banking Department of Meghna Bank Limited.

- 1) Tender Notice Ref. No. and Date : MGBL/HO/GSD/Wooden Gift Box/2021, Dt.: 15/12/2021
- 2) Purpose of tender : Procuring of Gift Items with Wooden Box.
- 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: 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.
- 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.



[Handwritten Signature]
Head of General Services Department

"Annexure-A"

Financial Offer

Items	Details	Unit	
Diffuser with Fragrance	Bonne Saveur	50	Pcs
Mug (Mr. & Mrs.)	1 (Pair (Imported))	50	Pcs
Yankee Candle	104 Gm (Imported)	50	Pcs
Twinings (Tea Bag)	30 Gm. (Imported)	50	Pcs
CFC Cookies	200 Gm.	50	Pcs
Customized Wooden Box		50	Pcs

- Price must be inclusive of VAT & TAX
- Specification of customized Wooden Box:
 - Base: 5 mm Plywood
 - Top: 5mm sliding Plywood on top with glossy lacquer finish and Laser Print Logo
 - Side: 2 cm width kerosene wood with glossy lacquer finish
 - Size: 14" X 14" X 5"

Sign & Seal

