

MEGHNA BANK LTD.
together we sail



Head Office, Suvastu Imam Square (L-6)
65 Gulshan Avenue (Gulshan-1), Dhaka

Ref : MGBL/HO/GSD/Security Stationeries/2021
Date : November 11, 2021

Tender Notice for Printing of Security Stationeries of Meghna Bank Ltd.

Sealed quotations are hereby invited from the bona fide printers of Security Stationeries for Meghna Bank Ltd. as detailed below:

- 1) Tender Notice Ref. No. and Date : MGBL/HO/GSD/Security Stationeries/2021;
11/11/2021
- 2) Purpose of tender : Printing of Security Stationeries.
- 3) Eligibility for the tender : At least 5 years work experience in printing of Security Stationeries at different Banks.
- 4) Address of the office submission of the tender bid : General Services Department, Head Office, Dhaka (in the designated tender box placed in the reception)
- 5) Last date of submission of the tender bid : Date: 18/11/2021 ; Time : 15:00 Hours
- 6) Opening date and time of tender bids : Date: 18/11/2021 ; Time : 15:30 Hours
- 7) Details of works & specifications : **As attached [Annexure A]**
- 8) Name of Division/Department inviting tender : General Services Department, Head Office, Dhaka
- 9) Papers/certificates to be enclosed with proposal :
 - a. Photocopy of Trade License
 - b. Attested photocopy of proof of ownership of the tender.
 - c. Attested photocopy of TIN certificate
 - d. Attested photocopy of VAT certificate.
 - f. Satisfactory performance certificate.
 - g. Six months' Bank statement
- 10) Special instructions :
 - a) Tender bids shall remain valid till 45 (forty five) days from the date of opening.
 - b) If any holiday falls on the date of opening tender bids, then all bids shall be opened on the following working day.
 - c) Tender bids shall be declared ineligible if all papers/documents called for in serial No. 9 are not enclosed.
 - d) Besides all above noted conditions all other terms and conditions Mentioned in the tender schedule shall also apply.



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- 11) 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 design, increase or decrease quantity or works, change color, quality, brand etc.



[Handwritten Signature]
Head of General Services Department

Details of Works & Specifications

(A) Printing of Security Stationeries:

Sl.	Item	Quantity (Books)	Price for Base Printing/Book	MICR & Personalization Cost/Book	Unit Price/Book	Total Cost (including VAT & AIT)
1.	SB-20 Leaves (1+15+1+5+1)	25000				
2.	CD-25 Leaves (1+15+1+10+1)	15000				
3.	PO-100 Leaves (1+100+1)	300				
4.	Card Cheque Book - 10 Leaves (1+7+1+3+1)	5000				

Specifications:

• Front and Back Cover:	300 gsm Matte Paper
• Color of Front and Back Cover:	4 Color
• Cheque Leaves:	As per Bangladesh Bank's Guide Line
• Requisition Slip:	80 gsm local offset
• Security and other features:	As per Bangladesh Bank's Guide Line
• Design:	Bank's approved design

Terms and Conditions:

- VAT and AIT will be deducted as per Govt. rules
- Printing to be done as per Bangladesh Bank approved sample, design, size and color.
- Before final printing you must obtain approval of the machine proof of the items from the Bank Management as well as Bangladesh Bank.
- Stock of Cheque leaves with base print should be retained under your safe custody with well-organized inventory management system and you will be liable for any damage of the stock at your end. You will hold the stock until completion of total supply as per Bank's requirement. No additional charge will be given for storage.



[Handwritten Signature]