

General Services Division
Head Office, Dhaka

Invitation for Bid for Supplying MDB Corporate Gift Box for Midland Bank Ltd.

- **Company Eligibility** : Having experience in supplying similar products to reputed companies.
- **Name of the Work** : Supply of MDB Corporate Gift Boxes.
- **Address of Delivery Location** : Public Relations Division, Midland Bank Limited, Head Office, Zahed Plaza(level-07), 30 Gulshan Avenue, Gulshan-2, Dhaka-1212 .

▪ **Terms and Conditions:**

01	Company Profile	:	<u>Company profile</u> is to be submitted along with the proposal. Proof of completed work is also to be submitted along with the company profile. <u>Updated Trade License, AIT, Tax Return and VAT certificate</u> to be attached with the quotation.
02	Contact person of the company	:	Please mention the name, designation and contact number of the spoke person of the company.
03	Requirement	:	Given requirement may be changed due to change is requirement at Bank end.
04	Physical Examination	:	Bidder has to visit Midland Bank head office in person to examine the product before submitting quotation.
05	Dummy Sample	:	Bidder to submit dummy sample along with quotation.
06	Deadline of Submission	:	Quotation will be submitted <u>on or before March 12, 2024</u> within 12.00PM.
07	VAT & AIT	:	Submitted price will be inclusive of VAT & AIT.
08	Payment schedule (if awarded)	:	Payment will be made after successful completion of the job. Applicable VAT and AIT will be deducted from payment, as per government rules. No Advance payment will be made.
09	Security Money(if awarded)	:	A security money of 10% of the Work Order value will be retained till end of stock and will be deducted from vendor first payment, subject of bank's decision. The money will be released after completion of successful delivery.
10	Persuasion	:	No persuasion is allowed to get the work. If any company tried to do so, their proposal will be treated as cancel or non-submission.

▪ **Product Specification:**

Name of Job	
1. <u>Supply of MDB Corporate Gift Box- Big</u>	
<p>Gift Box:</p> <ul style="list-style-type: none"> ▪ Baby emboss synthetic leather (National brand high quality synthetic leather) with thread swing ▪ 10.10-inch x 12.00-inch x 2.50-inch without foam ▪ Velvet cloth pasting on box top inside ▪ Resin pasting in inner box ▪ Box inner top velvet pasting with foam pasting ▪ Top level high adjustment with goods ▪ 4 magnates with group hole ▪ High density black foam pasting in box inner ▪ Bank logo heat emboss on top side of the box ▪ Other as per sample <p>Passport Holder:</p> <ul style="list-style-type: none"> ▪ 8.20-inch x 5.80-inch ▪ Front side 3 net with adjustable with passport showing outside. ▪ Bank logo emboss in inner side 	

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- Left side 3 chambers
- Right side 7 chamber with photo net
- Both side Synthetic pasting with top side leather attachment

Mobile Holder/Cover:

- 8.60-inch x 7.20-inch
- Left side 8 chamber
- Bank logo emboss in inner side
- Pen attachment clip
- Right side mobile chamber > inner part Baby emboss synthetic leather > top side synthetic cloth attachment
- Four magnetic for folding

Belt:

- 3.2 ml x length will be as per following ratio
15% of 44-inch length
25 % of 46-inch length
30% of 48-inch length
20 % of 50-inch length
10% of 52-inch length
- 2 side movement buckles
- Gun metal color buckles (made in china)
- Buffalo dish leather both side unusable > one side black color and another side dark brown > inside white split leather
- 2 clip (1 black and 1 dark brown color)
- Bank logo embossment in 1 side (black side)
- Belt size sticker will be attached in box

2. Supply of MDB Corporate Gift Box- Small

Gift Box:

- 9.00-inch x 6.50-inch x 1.50 inch without foam
- Top level high adjustment with goods
- High density black foam pasting in box inner
- Synthetic Paper pasting
- 1 magnate with group hole
- 1.50 mm paper board black color 150 GSM art paper pasting with multi-color logo print

Mobile Holder/Cover:

- 8.60-inch x 7.20-inch
- Left side 8 chamber
- Bank logo emboss in inner side
- Pen attachment clip
- Right side mobile chamber > inner part Baby emboss synthetic leather > top side synthetic cloth attachment
- Four magnetic for folding

Pen:

- One Pen
- Size and type will be as per bank sample.
- Made in China

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▪ **Financial Proposal Format:**

SL	Name of Items	Qty.	Rate	Total Amount
01	Supply of MDB Corporate Gift Box- Big	200 box		
02	Supply of MDB Corporate Gift Box- Small	500 box		
Amount (Inward):				

▪ **Contact Person of the Bank:**

Mr. Rahul Dev Nath
First Assistant Vice President, General Services Division,
Head Office, Midland Bank Limited
Zahed Plaza (Level-07), 30 Gulshan Avenue
Gulshan-02, Dhaka-1212, Contact: +88-0966641099, Ext: 1108

Midland Bank Limited (MDB) reserves the right to accept or reject any or all the tenders even it is the lowest bid without assigning any reasons whatsoever.


Nakul Chandra Debnath
Vice President and Head of General Services Division

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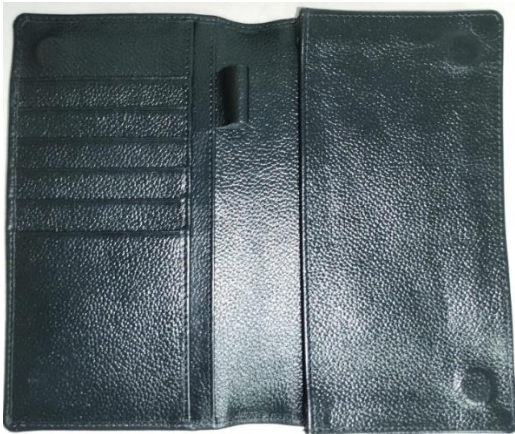
Picture of Supply of MDB Corporate Gift Box- Big:



Picture of passport Holder:



Picture of Mobile Cover:



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Picture of MDB Corporate Gift Box- Small:

