



## Request for Proposal

For supply of Corporate Gift Box-B (2 items) of Small wallet & Card Holder for AB BANK PLC.



**Date:**

**Vendor Name:**

**Vendor Address:**

**Cell #**

**QUOTATION FOR SUPPLY OF SMALL WALLET & CARD HOLDER.**

Item Name	Description	Quantity Required	Unit price (Taka)	Total Amount (Taka)
Gift Box-B	<p><b><u>Specifications</u></b></p> <p><b>Box Making :</b> 28 Oz Pasting board, artificial leather, inside di cutting foam &amp; Velvet Cloth <b>Box size :</b> 9.5" x 8.5" Top side Logo Engraving</p> <p>1. Small wallet ( Genuine leather Logo Emboss ) <b>Size :</b> 9.5" x 4" Open size 2. Card Holder ( Body Genuine leather Logo Emboss ) <b>Size :</b> 6" x 4" Open size <b>(As per sample)</b></p>	2000		

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Signature and Seal



## Terms & Conditions:

1. Quotation must be submitted along with Valid Trade License, Bank Solvency Certificate, VAT Registration Certificate, Up-to-date TIN Certificate, Up-to-date copy of TAX Payment receipt.
2. **Before submitting quotation, original sample copy must be seen at Head Office, Level-03, Brand Communications (Contact person Mr. Amdadul Haque, Cell # 01710678246), Gulshan Skymark, Gulshan-1. (in working hour)**
3. If any product is found to be poor quality, the vendor is obliged to change it immediately.
4. Rates must be submitted in figures as well as in words & the grand total figure must be shown in figures and in words.
5. Overwriting in the rate will be treated as Null and Void.
6. Offer validity should be minimum for 60 (sixty) days.
7. Quotation must be submitted along with a forwarding letter under sealed cover.
8. Supplied materials must be delivered as per schedule of the Bank with Delivery Challan.
9. Work order will be issued item wise to the lowest bidders.
10. Product must be delivered within the stipulated date mentioned in the work order.
11. Delivery of Gift items shall have to be made at AB Bank PLC., Tongi Central Godown, Sena Kallan Commercial Complex (SKCC), Tongi positively mentioned in the work order failing which 3% will be deducted from the bill as Penalty Charge for late delivery.
12. No part payment against part delivery will be entertained.
13. All the Gift items must be supplied as per sample.
14. The party will not be allowed any Credit Facility from any Branch of AB Bank against the work order.
15. Tender must be dropped in the Tender Box kept at Bank's Head Office, The Skymark, Level-2, 18 Gulshan Avenue, Gulshan -1, Dhaka-1212 within 12:00pm on **February 06, 2025** and the same will be opened **at 03:00pm** of the day.
16. The name of the quoted item must must be mentioned on the top of the envelope.
17. Bill will be paid after deducting VAT, Income Tax etc. as per rules of the Bangladesh Government.
18. No complaint and/or any other contentions regarding Gift items will be entertained after acceptance of the Tender.
19. Bank Authority reserves the right to accept or cancel any or all tender wholly or partially and also to increase or decrease the quantity without assigning any reason whatsoever.