



Tender and Enlistment for Supply & Printing Stationery Items
 General Services Division
 Head Office, Dhaka
Community Bank Bangladesh Limited

1	Tender Reference No:	CBBL/GSD/RFQ/2022/0039
2	Scope of Work	Tender and Enlistment for Supply & Printing Stationery Items for Community Bank Bangladesh Limited
3	Site Address	Head Office, Police Plaza Concord, Tower-2, Level-12
4	Address To	Chairman Purchase Committee, Community Bank Bangladesh Limited
5	Submission Location	General Services Division, Head Office, Level-12, Tower-2, Police Plaza Concord.
6	Price Submission Date	Time: 12:00 PM (November 27, 2022)
7	Financial Offer	Financial Offer Should be Hard Copy in Sealed Envelope (No mail copy allowed)
8	Enlistment Documents	Company Profile, Bank Solvency, Trade License, TIN, VAT Registration Certificate, Work Experience Certificate Should be Hard Copy in spiral/book binding copy file (No mail copy
9	Printing Press	Vendor Should have own printing press.

SN	Products Name	Specification	Quantity (per instance)	Unit rate	Total Amount	Remarks
1	Bangladesh Police Special Loan Application Form	Inner: Paper: 100 GSM Offset local (Inner) Partex Pages: 16 Page (32 Leaf) Print: Single Color Both Side Size: W 8.5" X L 11"	5000			
		Cover: Paper: 170 GSM Art Paper Print: 4 Color Print With Back (One Color) Binding : Pin Binding (3 Page Perforation)	10000			
2	DPS/FDR Account Opening Form (New)	Paper: 100 GSM Offset local (Inner) Partex Premium Paper Pages: 4 Leaf (8 Page) Print: Single Color Both Side Size: W 8.5" X L 11"	10000			
		Binding : Pin Binding	20000			

3	Loan Application Form (Govt. Employee Home Loan)	Cover: Paper: 170 gsm Art Paper Size: W 8.5" X L 11" Print: 4 Color (Both Side) Inner: Paper: 100 gsm Offset Paper (Partex) Pages: 26 Leaf = 52 Page Print: Single Color Both Side Size: W 8.5" X L 11" Binding: Pin.	1000			
4	Home Loan (General)	(Inner) Pages: 18 Page (36 Leaf) Print: Single Color Both Side Size: W 8.5" X L 11" Cover: Paper: 170 GSM Art Paper Print: 4 Color Print With Back (One Color) Binding : Pin Binding (4 Page Perforation)	1000			
5	Deposit Slip (Lose)	Paper: Carbon Paper (China) Pages: 2 Leaf = 1 Set Print: Single Color Both Side Size: W 4.5" X L 8.5" Binding: Lose.	300000			
6	Deposit Book	Inner: Size: W 4.5" X L 8.5" Paper: China Carbon Paper Page: 20 leaf = 10 Set Print: 1 Color Print Both Side Binding : 10 Set / 20 Leaf = 1 Book, Cover: 230 GSM Art Card. Print: 4 Color Print One Side. Cover Size: L-25"XW-4.5" Binding: Perforation With Pin Binding.	5000			
			10000			
7	Letter Head Pad Head Office	Size = 8.5" x 11.25" 100 GSM (Offset Paper) 4 Color Printing (One Side) Binding : 100 Pcs. Pkt;	10000			
8	Letter Head Pad Operation	Size = 8.5" x 11.25" 100 GSM (Offset Paper) 4 Color Printing (One Side) Binding : 100 Pcs. Pkt;	5000			
9	Letter Head Pad Investment	Size = 8.5" x 11.25" 100 GSM (Offset Paper) 4 Color Printing (One Side) Binding : 100 Pcs. Pkt;	2000			

10	Corporate Branch Letter Head Pad	Size = 8.5" x 11.25" 100 GSM (Offset Paper) 4 Color Printing (One Side) Binding : 100 Pcs. Pkt;	5000			
11	Gulshan Branch Letter Head Pad	Size = 8.5" x 11.25" 100 GSM (Offset Paper) 4 Color Printing (One Side) Binding : 100 Pcs. Pkt;	2000			
12	Dhanmondi Branch Letter Head Pad	Size = 8.5" x 11.25" 100 GSM (Offset Paper) 4 Color Printing (One Side) Binding : 100 Pcs. Pkt;	3000			
13	Motijheel Branch Letter Head Pad	Size = 8.5" x 11.25" 100 GSM (Offset Paper) 4 Color Printing (One Side) Binding : 100 Pcs. Pkt;	2000			
14	Chawkbazar Branch Letter Head Pad	Size = 8.5" x 11.25" 100 GSM (Offset Paper) 4 Color Printing (One Side) Binding : 100 Pcs. Pkt;	2000			
15	Uttara Branch Letter Head Pad	Size = 8.5" x 11.25" 100 GSM (Offset Paper) 4 Color Printing (One Side) Binding : 100 Pcs. Pkt;	2000			
16	Agrabad Branch Letter Head Pad	Size = 8.5" x 11.25" 100 GSM (Offset Paper) 4 Color Printing (One Side) Binding : 100 Pcs. Pkt;	2000			
17	Andekilla Branch Letter Head Pad	Size = 8.5" x 11.25" 100 GSM (Offset Paper) 4 Color Printing (One Side) Binding : 100 Pcs. Pkt;	2000			
18	Noapara Branch Letter Head Pad	Size = 8.5" x 11.25" 100 GSM (Offset Paper) 4 Color Printing (One Side) Binding : 100 Pcs. Pkt;	2000			
19	Ranirbandar Branch Letter Head Pad	Size = 8.5" x 11.25" 100 GSM (Offset Paper) 4 Color Printing (One Side) Binding : 100 Pcs. Pkt;	2000			
20	Gouripur Branch Letter Head Pad	Size = 8.5" x 11.25" 100 GSM (Offset Paper) 4 Color Printing (One Side) Binding : 100 Pcs. Pkt;	2000			
21	Khulna Branch Letter Head Pad	Size = 8.5" x 11.25" 100 GSM (Offset Paper) 4 Color Printing (One Side) Binding : 100 Pcs. Pkt;	3000			

22	Mawna Branch Letter Head Pad	Size = 8.5" x 11.25" 100 GSM (Offset Paper) 4 Color Printing (One Side) Binding : 100 Pcs. Pkt;	2000			
23	Nawabganj Branch Letter Head Pad	Size = 8.5" x 11.25" 100 GSM (Offset Paper) 4 Color Printing (One Side) Binding : 100 Pcs. Pkt;	2000			
24	Panchdona Branch Letter Head Pad	Size = 8.5" x 11.25" 100 GSM (Offset Paper) 4 Color Printing (One Side) Binding : 100 Pcs. Pkt;	2000			
25	Panchabati Branch Letter Head Pad	Size = 8.5" x 11.25" 100 GSM (Offset Paper) 4 Color Printing (One Side) Binding : 100 Pcs. Pkt;	2000			
26	Mirzapur Branch Letter Head Pad	Size = 8.5" x 11.25" 100 GSM (Offset Paper) 4 Color Printing (One Side) Binding : 100 Pcs. Pkt;	2000			
27	Fulbaria Branch Letter Head Pad	Size = 8.5" x 11.25" 100 GSM (Offset Paper) 4 Color Printing (One Side) Binding : 100 Pcs. Pkt;	2000			
28	Malopara Sub Branch	Size = 8.5" x 11.25" 100 GSM (Offset Paper) 4 Color Printing (One Side) Binding : 100 Pcs. Pkt;	1000			
29	Envelope A3	Size: L- 16.5"X W-12.75" & Flap-1.5" (Complete Size) Paper: 120 GSM Offset Paper Print: 04 Color Print (Both Side) Cutting: Dy Cutting & Pasting	10000			
30	Envelope A4	Size: L- 12.5"X W-10" & Flap-1.5" (Complete Size) Paper: 150 GSM Liner Paper (Tanaka) Print: 01 Color Print Cutting: Dye Cutting & Pasting	15000			
31	Envelope A5	Size : L- 9.5"X W-8" & Flap-1.5" (Complete Size) Paper : 100 GSM Offset Paper Print : 04 Color Print Cutting: Di Cutting & Pasting	7000			

32	Envelope Non-Window	<p>Size: H 9.75''X W-4.25& Flap-1.25</p> <p>Paper: 80 GSM Offset Paper Local</p> <p>Print: 04 Color Print One Side, (Top Side Flap)</p> <p>Making: Di-Cutting, Creasing & Pasting</p>	15000			
33	Envelope Window	<p>Size: H 9.75''X W-4.25& Flap-1.25</p> <p>Paper : 120 GSM Offset Paper Local (Partex)</p> <p>Print : 04 Color Print One Side, (Top Side Flap)</p> <p>Making: Di-Cutting, Creasing & Pasting With Attach Poly</p>	15000			
34	Special Envelope Board Sec.	<p>Size: H 9.75''X W-4.25& Flap-1.25</p> <p>Paper: 80 GSM Offset Paper Local</p> <p>Print: 04 Color Print One Side, (Top Side Flap)</p> <p>Making: Di-Cutting, Creasing & Pasting</p>	2000			
35	Office file with rope	<p>Size: W- 9''X L-13.75 & G- 2.5"</p> <p>Paper: 300 GSM Swidesh Bord</p> <p>Print: 04 Color Print (Back One Color)</p> <p>Making: Creasing/Eyelet/Roof/Clip</p> <p>Lamination: Matt Lamination.</p>	2000			
36	Office file with Pocket	<p>Size: W- 9''X L-13.75 & G- 2.5"</p> <p>Paper: 300 GSM Swidesh Bord</p> <p>Print: 04 Color Print (Back One Color)</p> <p>Making: Creasing/Eyelet/Roof/Clip/Pocket</p> <p>Pasting. Lamination: Matt Lamination.</p>	1500			
37	Office File with Rope (Trade Operation Division)	<p>Size: W=13.6'' X L= 20.5'' (Complete Size);</p> <p>Paper: 300 gsm Swedish Board;</p> <p>Print: 4 Color Print (One Side); Back Pocket: Back Side Pocket;</p> <p>Pasting: Pocket Pasting/I late & Roof</p>	1500			

38	Board Sec. file	Size: W- 9''X L-13.75 & G- 2.5'' Paper: 300 GSM Swidesh Bord Print: 04 Color Print (Back One Color) Making: One Side Pocket Di-Cutting, Creasing & Pasting.	500			
39	HRD File	Size: W- 9''X L-13.75 & G- 2.5'' Paper: 300 GSM Swidesh Bord Print: 04 Color Print (Back One Color) Making: Creasing/Pocket Pasting. Lamination: Matt Lamination.	500			
40	Voucher Cover	Size: L- 21''X W-6.8''	5000			
		Paper: 150 GSM Liner Paper	10000			
41	Debit Voucher	Size: W- 9''X L-5.75''	1000			
		Paper: Colour Demay Paper	2000			
42	Credit Voucher	Size: W- 9''X L-5.75''	1000			
		Paper: Colour Demay Paper	2000			
43	Cash Denomination/ Fly leaf	Paper : 61 GSM Offset	200000			
		Size: L=2'' X W= 5''	300000			
44	Debit Card Miller	Size: L- 11''X W-8.5''	10000			
		Paper: 120 GSM Offset Paper	5000			
45	Debit Card Miller Envelope	Size: L- 11''X W-4.75'' F-1.5''	10000			
		Paper: 230 GSM Art Card	5000			
46	Visiting card	Size: L-3.25''X W-2'' & Flap-1.25''	200			
		Paper: 230 GSM Solid Card	400			
		Print: 04 Color Print (Both Side)	600			
47	Cash Withdrawal Slip	Size: W- 9''X L-5.75'' Paper: 80 GSM Offset Paper (Partex). Print: 01 Color Print (One Side) Binding: 100 Pges. Book Pad Binding.	5000			
48	Gate Pass Book	Size: W- 9''X L-5.75'' Paper: China Carbon Paper. Print: 01 Color Print (One Side) Binding: 3 Leaf=1 Set, 150 Leaf per Book Leaf Perforation & Number.	50			
49	Card Application Form	Size : 8.5''X11'' Paper : 100gsm Offset Paper(Partex) Page : 08 Pages (04 leaf) Print : 01 Color Binding : Staple Binding	15000			
50	Quick buy (EMI Book)	Inner	5000			
		Paper : Chinese Auto Carbon (3	10000			

51	Credit Card Mailer	Size: 8.25" X 11"	5000			
		Paper : 100 GSM Offset Paper	10000			
52	Credit Card Mailer Envelope	Size : 8.75" x 4.35"	5000			
		Paper : 120gsm Offset Paper	10000			
53	Credit Card Payment Slip	Size : 5.6" x 8.7" Paper : Chinese Auto Carbon (2 Color) Page Per Book:100 Pages (50 Set) Binding: Loose Color:04 Color	20000			
54	CIB Card Service Request Form	Size : 8.25"X11"	20000			
		Paper : 80gsm Offset Paper	10000			
55	Card Pouch	Size : 3.5" x 2.25"	10000			
		Paper : 215/230gsm Plastic card	15000			
56	General Intruccion Form	Paper 80 gsm Offset,	20000			
		Size: L=11" XW= 8.5",	30000			
57	Dorment Activation Form	Paper 80 gsm Offset,	5000			
		Size: L=11" XW= 8.5",	10000			
58	Account Information Update Form	Paper 80 gsm Offset,	10000			
		Size: L=11" XW= 8.5",	20000			
59	Deal Slip Book	Size: W=7" X L= 10" Paper: China Carbon Paper Page: 3 leaf = 1 Set Print: 1 Color Print One Side Binding : 100 Set / 200 Leaf = 1 Book, Pad Binding With Perforation.	30			
60	Deal Slip /Foreign /Fixed Income/Local Currency	Size: W=7" X L= 10" Paper: China Carbon Paper Page: 2 leaf = 1 Set Print: 1 Color Print One Side Binding : 100 Set / 200 Leaf = 1 Book, Pad Binding With Perforation.	30			
61	Credit Card Service Request Form	Size : 8.25"X11" Paper : 100gsm Offset Paper Color: Front: 04 Color, Back: Single Color Binding:100 sheet per book (Pad binding)	5000			
62	Cheque return Slip book	Size: W- 9"X L-5.75"	5000			
		Paper: 70 GSM Offset Paper	10000			
63	Auto Debit Instraction	Size: W- 20"X L-30" Paper: 120 GSM Art Paper (Partex). Print: 04 Color Print (One Side) Cutting:Normal Cutting Lamination : Matte lamination	5000			

64	Sanction Letter	Size : H 11"X W-8.5;	20000			
		Paper: 80 GSM Offset Paper Local	40000			
65	Signature card	Size: W 7"X5"	20000			
		Paper: 100 GSM Offset	30000			
66	Document Check List	Size:11"X 8.5"	20000			
		Paper: 70 GSM Offset Paper(Partex)	30000			
67	ID card with Ribbon	Card Material : Machine readable ID Card (Mango Card) Card Size : L=3.4" X W= 2.1" Card Print : four color print both side Ribbon Print : Digital Print both side Ribbon Size : 2 CM Card case : PVC (transferrin)	1			
68	ID card delivery charge	Delivery charge for supply to Head Office (11 th floor) Community Bank Bangladesh	1			
69	Loan Document Jacket	PVC Poly Bag Front Side Back Side (Rexene (Blue), Size: L xWxF- 21"x12"x2.5", Print: 3 Color Print Front Side, Flap: Attach with Balco Tape. Cellutie in upper portion and front pocket with the color logo of the Bank	250			

A. Detail Terms & Conditions:

1. The bidder must submit the quotation as per prescribed format.
2. Date of delivery or completion of work will be counted from the date of Work Order received/ acknowledged either by signing the photocopy of Work Order or by e-mail confirmation whichever is earlier.
3. In the event of works, if the said item does not match with as per requirement/approved quotation then, the Bank reserves full right of outright rejection of the item, and the supplier will have to take back the item at their own cost and will have to replace the said item with acceptable within the time frame as mutually agreed-upon by the Bank and the Supplier.
4. The item must delivery as per information mentioned in quotation or work order. If any change, supplier will have to consult with the General Services Division, Head Office of the Bank.
5. In case of any deficiency in the delivered item, supplier will have to make necessary rectification the same immediately at supplier own cost on receipt of complain.

6. No additional bill/work will be entertained without prior permission of the concerned Division.
7. The bidder must be regular TAX payer.
8. Price quotation includes all delivery charge, product cost, Govt. VAT & TAX and other charge thereof.
9. The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
10. Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
11. The bank reserves the right to accept or reject any or all quotation at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Bank's action.
12. For any type of sub-standard item delivery from selected bidder end, the Bank reserve the right for outright rejection of the employment, which you will take back supplier own cost and will replace with acceptable quality within (10) ten days of the rejection.

Eligible Criteria:

1. Supplier may have valid company Trading License and should have the proper relevant expertise to Supply & Printing Stationery Items.
2. Must submit 05 (Five) nos. work order in last Three financial year with recent different reputed Bank/Non Bank/MNC/Other reputed organization for the similar works.
3. Financial offer should be valid for 12 (Twelve) months.
4. Price and others information mentioned in Unit Price Confirmation (UPC), which will continue for a year/until further notice (if both parties agreed). Details discussion/terms & condition will be available in Service Level Agreement (SLA).
5. Must Submit Company Profile, Bank Solvency, Trade License, TIN, VAT Registration Certificate which will treat for enlistment purpose.

Payment:

1. Bill should be submitted along with Work Order and Delivery Challan and performance certificate signed by the Authority.
2. Bank may pay for actual quantity of delivered item.
3. All Price should be including all VAT and TAX. Necessary VAT & Tax will be deducted from your bill as per latest Govt. circular.
4. Payment will be made after submission the bill only through account with preferable to Community Bank Bangladesh Ltd. Thus, before final payment you have to open account with our Bank.

Thanks

S. M. Shahin Iqbal
SAVP & Head of General Services Division
Community Bank Bangladesh Limited
Head Office, Gulshan-1, Dhaka