



## Tender and Enlistment for Supply Stationary, T-Bar and Cleaning Item

General Services Division

Head Office, Dhaka

Community Bank Bangladesh Limited

1	Tender Reference No:	<b>CBBL/GSD/RFQ/2022/0035</b>
2	Scope of Work	Tender and Enlistment for Supply Stationary, T-Bar and Cleaning Items for Community Bank Bangladesh
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 21, 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

SN	Item	Description	Unit	Quantity	Unit Price	Total Price
1	Aerosol	ACI InC2:C38sect Spray, Net Wt. 475 ml	PC	1		
2	Air Freshener	Ahsan	PC	1		
3	Air Freshener	Fay Anti Tabaco	pc	1		
4	Ball Pen	Local (matador/Police)	Dozen	1		
5	Cello Pointer .5 Gel Pen	Made in India	PC	1		
6	Basket Plastic - Local	RFL	pc	1		
7	Battery (AA)-Calling Bell	Sony	PC	1		
8	Battery (AAA)-AC, TV Remote	Sony	Pair	1		
9	Binder Clips 1"	Diamond Brand Made in China	Dozen	1		
10	Binder Clips 1-1/2"	Diamond Brand Made in China	Dozen	1		
11	Binder Clips 1-1/4"	Diamond Brand Made in China	Dozen	1		
12	Binder Clips 2"	Diamond Brand Made in China	Dozen	1		
13	Binder Clips 3/4"	Diamond Brand Made in China	Dozen	1		
14	Calculator	City Plus-12 Digit, Chaina, Original, CT-7S, QC Passed.	PC	1		
15	Clip Board	Size: A4 & Good Luck, Plastic Hard Board	PC	1		
16	Dettol/Savlon (Liquid - 1 liter)	Dettol/Savlon	pc	1		

17	Dump Pad (Money Sponge) - Deli Brand (Ball type)	General	pc	1		
18	Dust Box/Basket (Iron)	Iron Net Classical Trash Can	pc	1		
19	Duster Cloth Special Size Local	General	pc	1		
20	Eraser	Faber Castell	PC	1		
21	Facial Tissue Box	Facial Tissue	PC	1		
22	File - Court File	Local	pc	1		
23	File - File Divider/Pocket File - Plastic - 8 divisions	Local	pc	1		
24	File - Report Cover - Flier - A4 size -	Local	pc	1		
25	File - Report Cover - Flier - Legal size	Local	pc	1		
26	Floor Cleaner	Rock	pc	1		
27	Floor Mat( Net)	Kitchen Floor Mat(Net). Color: Blue ( 4 feet width)	ft	1		
28	Glue Stick	Deli (Made in China)	PC	1		
29	Harpic 750 ml	Harpic	pc	1		
30	High Lighter (All Color)	Faber Castell	PC	1		
31	James Clip (Metal)	"Square" Triangle Clips (China)	Box	1		
32	Liquid Hand Wash (Pot)	Lifebuoy/Savlon	PC	1		
33	Liquid Hand Wash (refill)	Lifebuoy/Savlon	Liter	1		
34	Magazine File (Paper)	Local	PC	1		
35	Magazine File (Plastic)	Local	PC	1		
36	Majuni ( Brush)	Local	PC	1		
37	Marker Pen White Board-737	Red Leaf (Made in Japan)	PC	1		
38	Marker Pen permanent-707	Red Leaf (Made in Japan)	PC	1		
39	Management /Report/Business Files/	Local	PC	1		
40	Moff with still stand (500 gm Jute)	Local	PC	1		
41	Glass Cleaner	Mr Brasso 350ml	PC	1		
42	Glass Cleaner (refill)	Mr Brasso 350ml	PC	1		
43	Multi Plug	Brand: Energypac/Super Star/China, MTS-148, 6 feature, 3M line with 4 output.	PC	1		
44	Napkin (Tissue)	Local	PC	1		
45	Odonil/Wizard	Local	PC	1		
46	Odonil Powerpack	Godrej Aer	PC	1		

47	Pen Holder	Mesh Steel Pen Stand - Black	PC	1		
48	Pencil 2B/HB	Local	PC	1		
49	Pencil 2B/HB	Local	Dozen	1		
50	Pencil Sharpener (Small)	Local	PC	1		
51	Staple Pin Remover	Deli/Kangaroo with Lock SR-45T	PC	1		
52	Plastic Folder / File	Clear Plastic A4 Size	PC	1		
53	Plastic Mug	RfL best quality	PC	1		
54	Plastic Ring File 3"	Local	PC	1		
55	Plastic Ring File 2"	Local	PC	1		
56	Punch Machine	Kangaroo (No. 280), 10 sheet punching capacity.	PC	1		
57	Punch Machine	Kangaroo (No. 600), 0 sheet punching capacity.	PC	1		
58	Punch Machine	Kangaroo Heavy Duty Punch HDP-2150, 2 Hole Punch	PC	1		
59	Rubber Band	Local	KG	1		
60	Scale/ Ruler 12"	Stainless steel	PC	1		
61	Scissors	Local	PC	1		
62	Scotch Tape	Size: 2" & 50 yard, Transparent (Scotia)	PC	1		
63	Scotch Tape	Scotia Transparent Scotch Tape 1/2	PC	1		
64	Self-adhesive Note / Postit Pad 3" x 3"	Local	PC	1		
65	Slip Pad Different Colour	Local	PC	1		
66	Stamp pad ink (red/blue/black)	Shine 28ml 1fl.oz	PC	1		
67	Stamp pad ink (red/blue/black)	Horse (without oil)	PC	1		
68	Stapler (24/6)	Kangaroo (No. 384556), HD-45, 24/6 & 26/6	PC	1		
69	Stapler (24mm)	Kangaroo HD- 23 S24	PC	1		
70	Staples Pin (23/20-H)	Kangaroo 1000 Staples (10X100)	Box	1		
71	Staples Pin (24/6)	Kangaroo, Size: 24/6	Box	1		
72	Stick Pad	3"X3", 5 color, 5 parts, 100 sheets	PC	1		
73	Super Glue		PC	1		
74	Tape Dispenser	Deli No-811	PC	1		
75	Toilet Tissue Paper-	Local	PC	1		
76	Ring / Punch File	Huajie Lever Arch File 2 Inch LK0015	PC	1		
77	Ring / Punch File	Huajie Lever Arch File 3 Inch LK0016	PC	1		
78	VIM - Poly pack	vim	PC	1		

79	VIM Liquid	vim	pc	1		
80	Vixol	Vixol	pc	1		
81	Waste Basket	Paddle Bin, Plastic & Round Shape.	PC	1		
82	Wheel Powder (Pot)	Wheel	PC	1		
83	White Board Duster	Local	PC	1		
84	Punch file (plastic)	Local	PC	1		
85	Sign Pen	Local	PC	1		
86	Binding Rope	Local (Big Size)	Bundle	1		
87	Sticky Note	Xingli (Big)	PC	1		
88	Sticky Note-	Xingli (Small)	PC	1		
89	Slip Pad Holder	Plastic Made	PC	1		
90	Door Bell/Calling bell	Local / China	Set	1		
91	Bucket	Plastic Bucket (30 liter RFL)	pc	1		
92	Ful-jharu	Local	pc	1		
93	Sizer	DELI	pc	1		
94	Anti-cutter (2 Extra Blades)	SDI No.0404 Metal Track	pc	1		
95	Sheet- protector (11 Holes)	Clear Transparent,recyclable material PP(100 pc pack)	Bundle	1		
96	Hand Sanitizer	500ml Vitacare	pc	1		
<b>Final Amount (Including VAT &amp; Tax)</b>						

#### **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