

Ref: CBBL/GSD/RFQ/2022/0044

Date: December 1, 2022

Subject: Tender & Enlistment for supply of Paper & Tissue items for Community Bank Bangladesh Limited.

Dear Sir:

Community Bank Bangladesh Limited invites financial proposals for supply of Paper & Tissue items for Community Bank Bangladesh Limited mentioned in below from reputed Companies.

General Terms and Conditions:

1. **Financial Offer/Price/Quotation:** The quoted price should include applicable VAT. The rate of VAT should be mentioned in the quotation.
2. **Work Location/Delivery Place:** **Community Bank Bangladesh Limited Head Office.**
3. **Payment Terms:** Payment will be made after each completion the job at actual quantity upon submission of the bill with work order & noc from the deployed location which is duly signed by authorized personnel (Name & Seal, if available). Payment will be made through the Bank Account only.
4. **Price/Financial offer Submission:** The bidder shall have to submit the price in the letter head pad.
5. The Bidder shall have to submit their proposal following the above information.
6. **Purchaser's Right:** The Purchaser reserves the right to accept/ cancel/ reject any or all offer without assigning any reason. The purchaser is not obliged to purchase the lowest offer at all. The purchaser reserves the right to share the Bidder's response to this RFQ with its advisors and purchaser Business Units. Purchaser
7. **Bid Submission/ Closing Date:** The Quotation shall have to the submit below mentioned address: **Chairman Purchase Committee**, General Services Division 12th Floor, Community Bank Bangladesh Limited, Police Plaza Concord, Tower- 2, Road-144, Plot-02, Gulshan-01, Dhaka. You are requested to submit (HARD COPY) your offer in a closed envelope as per specification within 12.00 P.M. on December 08, 2022.
8. **Required Content of the Quotation:** Quotation must be submitted as per prescribed form as instructed below:
 - A. Proposal must be addressed for "**Chairman purchase Committee**" of Community Bank Bangladesh Limited.
 - B. Complete Proposal / Offer must be signed with date by the authorized representative of the company.
 - C. Must mention the subject line "**Tender & Enlistment for supply of Paper & Tissue items for Community Bank Bangladesh Ltd. (Ref: CBBL/GSD/RFQ/2022/0044)**" in top of the Envelope.
9. **Quotation Validity:** The Quotation shall be valid **for 365 calendar days (01 Year) from the Quotation submission/ closing date.** 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).
10. **Disqualification:** Manipulation or any kind of unusual approach or failure to submit the proposal/ offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.
11. **Sample/Test of the Product/Service:** Bank may ask mock test before selection of any vendors which is FOC (Free of Cost).

D. Financial Terms & Conditions:

12. Quoted Price must include material, labor and service charges as per attached price format.

13. Delivery lead-time will be as per site and Bank requirements.
14. In the event of supply of any items, which do not match with the required specification, quantity or sample's quality or is of substandard quality, the Bank reserves the right for outright rejection of the works/product, and the supplier will have to do the works/supply the product again with their own cost with acceptable quality within 30 (thirty) days from the date of rejection.
15. Detail Technical Specifications along with country of origin must be mentioned in the offer and all the relevant documents including Catalog and Brochures must be attached with offer. If the Tenderer is an authorized dealer/distributor of the said product they will provide the document of dealership/distributorship of the Manufacturer.
16. Following papers/documents must be sent with the proposal:
 - i) Valid Trade License
 - ii) Bank solvency certificate/documents (If applicable)
 - iii) VAT Registration certificate
 - iv) Up-to-date TIN certificate
 - v) Up-to-date copy of TAX payment receipt
 - vi) Client list with goodwill certificate (If available)
 - vii) Experience certificate (If available)
17. Mode of Payment is to be mentioned in the offer. Community Bank Bangladesh Limited discourages advance payment if not necessary.
18. Please contact undersigned for any types of clarifications in regard to products/services/works related clarifications only.

Mentionable that, only manufacture farms / company would be eligible to apply.

If the scope of works and your company type does not match with our requirement, you need not to submit any offer in this regard. In case, any terms & conditions is not compatible with the Tender Process, they may be relaxed.

Thanks & Best Regards

S.M. Shahin Iqbal
SAVP & Head of General Services Division (GSD)
Head Office

RFQ No. CBBL/GSD/RFQ/2022/0044
RFQ Title- BOQ for Paper and Tissue Items

Sl.	Item	Specification	Quantity	Unit	Rate (in BDT)	Amount (in BDT) (including VAT & Tax)
1	Legal Paper (80 GSM)	Legal Paper (80 GSM) Glossy 500 Sheets in each packet & 05 packets in a carton (8.50 X 14) Inch.	120	Rim		
2	Legal Paper (100 GSM)	Legal Paper (100 GSM) Glossy 500 Sheets in each packet & 05 packets in a carton (8.50 X 14) Inch.	80	Rim		
3	Napkin Tissue	Napkin Tissue 1 ply, 100 sheets, white, non-perfumed. Tissue Size & Weight: 13" X 13" & 223 gm (+/-), GSM: 20.5, 100% virgin materials, 63 packet in a master carton.	1000	pieces		
4	Facial Tissue	Facial Tissue 120 X 2 ply (Branded)= 240 Sheets, White/pink/perfume/non-perfum Swedish board box . Tissue Size & Weight: 200 mm x 215 mm & 139gm (+/-), GSM:13.5, 100 % virgin materials , 48 box in a master carton	2000	Box		