

Tender & Enlistment for supply of branding & signage items for Community Bank Bangladesh Limited.

Dear Sir,

Ref: CBBL/GSD/RFQ/2022/0047

Date: December 5, 2022

Subject: Tender & Enlistment for supply of branding & signage items for Community Bank Bangladesh Limited.

Dear Sir:

Community Bank Bangladesh Limited invites financial proposals for supply of branding & signage items for Community Bank Bangladesh Limited mentioned in below from reputed Companies. Mentionable that, as pre bid meeting held on December 05, 2022 at Head Office, as line with Bank's observation some modification has been made to the price offer item lists which is given below. Other terms and conditions will remain the same

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 along with Branches, ATM Booth and other Bank Location.
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 branding & signage items for Community Bank Bangladesh Ltd. (Ref: CBBL/GSD/RFQ/2022/0047)**" 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.

Tender & Enlistment for supply of branding & signage items for Community Bank Bangladesh Limited.

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, 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

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Community Bank Bangladesh Limited invites financial proposals for **supply of branding & signage items** for Community Bank Bangladesh Limited mentioned in below from reputed Companies.

SI	Item	Description	sft/pcs	Unit Price
1	Back lit profile light box-Premium	Aluminum Hench profile light box, Panaflex : 18 oz / 510gsm, Reverse print) LED 4' Tube Light (20W,Transtec/equivalent),Cable (BRB/equivalent) Back Sheet : 30 gage gp sheet & Surrounding 1" SS Chanel, MS angle with installation	sft	
2	Back lit profile light box-Standard	Aluminum Hench profile light box, Panaflex : 18 oz / 510gsm, Reverse print) LED 4' Tube Light (20W,Transtec/equivalent),Cable (BRB/equivalent) Back Sheet : 30 gage gp sheet, MS angle with installation	sft	
3	Back lit profile light box-Premium (Both Side)	Aluminum Hench profile light box, Panaflex : 18 oz / 510gsm, Reverse print) LED 4' Tube Light (20W,Transtec/equivalent),Cable (BRB/equivalent) 1" SS Chanel, MS Ladder Angle with installation	sft	
4	Back lit profile light box-Standard (Both Side)	Aluminum Hench profile light box, Panaflex : 18 oz / 510gsm, Reverse print) LED 4' Tube Light (20W,Transtec/equivalent),Cable (BRB/equivalent) MS Ladder Angle with installation	sft	
5	Non Lit Identifier/Signboard	1.5"x1.5" MS Angle, 22 Gaze MS Sheet, Enamel paint, Digital print on reflective vinyl (honeycomb) Both side display.	sft	
		Angle: MS Ladder Angle	rft	
6	Pole for Light Box (Ms Pipe)	4" Dia with Blue/Gray color enamel paint	rft	
7	Pole for Light Box (Ms Pipe)	3" Dia with Blue/Gray color enamel paint	rft	
8	Pole for Light Box (Ms Pipe)	2.5" Dia with Blue/Gray color enamel paint	rft	
9	Pole for Light Box (SS Pipe)	3" Dia SS Pipe	rft	
10	Pole for Light Box (SS Pipe)	2.5" Dia SS Pipe	rft	
11	Concrete Casting	Per pole 1.5-2 ft deep hole, Concrete casting (Brick chips, Cement, Sand etc)	pcs	
12	Non lit iron framing sign board	1" x 1" Square box pipe, Back side black pvc with installation	sft	
13	Stretch/Elastic Cloth Media Backlit Signboard	Material : China Aluminum Hench profile Print Material : Backlit Stretch Cloth Media Print : UV print On Media, Light: China Bar Module light, Cable (BRB/equivalent) Back PVC : 5mm PVC Sheet with installation	sft	
14	Visual module light box	Material: made of eco solvent high quality print on pet film, power coated MS box, rubber with alpine, LED module light along with installation	sft	
15	ACP Signage-Back lit	ACP Board, Logo Off cut (8mm Letter Cutting LED Strip/LED Light in Side Box bar for Structure, Adapter, BRB cable wire, Back side 5mm PVC, Laser & Router cutting with Installation	sft	
16	ACP Signage-non lit with Acrylic Letter	3 mm ACP Board, 8mm acrylic Letter Cutting, Back side 5mm PVC with Installation	sft	
17	ACP Signage-non lit with Cut Vinyl	3 mm ACP Board, Cut Vinyl Pasting, Back Side 5mm PVC with Installation	sft	
18	Identifier/Bell Sign (12"x 12")	Acrylic Sheet with sticker print, SS sheet, inside LED lighting with power supply fitting fixing and installation.	pcs	
19	Identifier/Bell Sign (18"x18")	Acrylic Sheet with sticker print, SS sheet, inside LED lighting with power supply fitting fixing and installation.	pcs	
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	Item	Description	sft/pcs	Unit Price
20	Identifier/Bell Sign (24"x24")	Acrylic Sheet with sticker print, SS sheet, inside LED lighting with power supply fitting fixing and installation.	pcs	
21	Identifier/Bell Sign (36"x36")	Acrylic Sheet with sticker print, SS sheet, inside LED lighting with power supply fitting fixing and installation.	pcs	
22	Sticker Print	Cut vinyl: Cut vinyl Sticker Print & Pasting	sft	
		Inkjet Print: Inkjet Print with lamination & Installation	sft	
		Inkjet Print: Inkjet Print with lamination pasted on 3mm plastic PVC in wall, Adhesive (Fevicol) with Installation	sft	
		Inkjet Print: Inkjet Print with lamination pasted on 5mm plastic PVC, in wall, Adhesive (Fevicol) with Installation	sft	
		Inkjet Print: Inkjet Print with lamination pasted on 8mm plastic PVC in wall, Adhesive (Fevicol)with Installation	sft	
		Reflective vinyl: Eco solvent print on plain/honeycomb reflective vinyl, lamination and pasting	sft	
23	Glass Branding	One way Vision : Solvent print one-way Vision with pasting	sft	
		Frosted Sticker: only Frosted Sticker and pasting	sft	
		Frosted Sticker: Solvent print on Frosted Sticker and pasting	sft	
		Frosted Sticker: Solvent print and Design Cutting on frosted Sticker	sft	
		Clear sticker: Solvent Print on transparent/Clear sticker media	sft	
		Clear Sticker: Clear film with transparent reverse print and lamination	sft	
24	SS Name plate (18"x12")	SS Plate Engraving of Logo, SS Knob with installation	sq inc	
25	Notice Board	SS Plate Engraving , SS Knob with installation	sq inc	
		5mm PVC with Inkjet print , SS Knob with installation	sft	
		8mm PVC with Inkjet print , SS Knob with installation	sft	
26	Sandwich poster	5mmAcrylic, inkjet Print backside PVC Board with SS Knob and installation	sft	
27	Hanging Identifier (15"x8")	ACP with UV print & SS Chain for Hanging with installation	sq inc	
28	ACP Name Plate (10"x4")	ACP with UV print with Both side Adhesive /Adhesive (Fevicol) installation	sq inc	
29	PVC Banner (White)	Solvent print on PVC	sft	
30	PVC Banner (Black)	Solvent print on 280-300gsm PVC	sft	
31	Cloth Banner	Cloth media, eco-solven print, swing and hanging with pvc pipe and row.	sft	
32	Panaflex Print	510gsm panaflex with Solvent Print	sft	
33	Festoon (White) With Pipe & Gulti	Solvent print on PVC with Plastic pipe & Gulti	sft	
34	Festoon (Black) With Pipe & Gulti	Solvent print on 280-300gsm PVC with Plastic pipe & Gulti	sft	
35	Framed Banner/Framed Backdrop	Solvent print on PVC with installed by wooden frame	sft	
36	Framed Banners (Borfi/Banner)	Solvent print on PVC with installed by wooden frame	sft	
37	Standee/Self Stand	Solvent print on PVC framed on wooden board Structure & Lower Base with installation	sft	
		Base: Wooden board Structure Base.	sft	
38	PVC Board Cutout	8mm PVC plastic Board Cutout with print	sft	
		5mm PVC plastic Board Cutout with print	sft	

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39	Table Talker (Size:22"x10" Approx.)	5mm PVC with inkjet sticker and matt lamination	pcs	
		3mm Clear Acrylic	pcs	
40	Complain Box (14"x7" x 8"x12")	5mm Clear Acrylic, inkjet print with key.	pcs	
41	Acrylic Light Box	Off white 3mm milky Acrylic, Strip Led Light, Plastic Wood, Sticker Print and Power Supply & Installation	sft	
42	Acrylic 3D Lettering Signage-Lit	3mm Opel acrylic, LED strip light, BRB Cable, Back side 3mm PVC with power supply and installation	sft	
43	Acrylic 3D Lettering Signage-Non Lit	3mm Opel acrylic, , Back side 3mm PVC, Making and installation	sft	
44	SS Letter Cut Sign	Stainless Steel letter making (3m thickness) & Installation	sft	
45	Leaflet holder (Size: 9"x4.5") As per Standard Sample	5mm clear Acrylic, inject print with matt lamination	pcs	
		3mm clear Acrylic, inject print with matt lamination	pcs	
46	X-stand with PVC Banner	PVC-Black Media Print with X-Stand (2'x5')	pcs	
47	X-banner Stand	Only X-banner Stand (2'x5')	pcs	
48	Pop Up banner (32"x79")	PVC Black with Pop Up Banner Stand	pcs	
49	Neon Sign	luminous gas-discharge tubes night Electric neon with installation	sft	
50	LED Sign	P-6 Version LED, programming software, aluminum profile with black powder coated for indoor/outdoor with installation	sft	
51	Photo frame (Size: 30"x20")	Photo Print with wooden frame and mounting labeling	pcs	
52	Inauguration Stone Frame (নাম ফলক) Stone Size: 20"x30"	Barmatic Sagun wood Frame & Polish, Iron Clam , Making with fitting, As per Sample	pcs	
53	Edge Lit	5mm clear acrylic, slim led ribbon/tube light, aluminum/acp base Laser cutting along with SS chain and installation	sft	
54	Outdoor High rise Hanging Installation/Pasting	Sticker/ Signboard and others Outdoor High rise Hanging Installation	sft	