



Title- Tender & Enlistment for supply of Pantry Items (TEA BOX, MILK POWDER, SUGAR, 250 ML Water Bottle etc.) as well as UPC (Unit Price Confirmation) for 01 (one) year of these consumable items.

Reference- CBBL/GSD/RFQ/2022/0050

Dear All,

Greetings from Community Bank Bangladesh Limited!!

Community Bank Bangladesh Limited is the 59th Schedule Bank of Central Bank. It is owned by Bangladesh Police Kallyan Trust. For procurement of regular consumable items, our Bank would like to procure several pantry items and fixed UPC of the same items for next 01 (one) year (from the date of issuance of work order).

Attached Quotation Format (BOQ) is hereby invited for UPC (Unit Price Confirmation) for 01 year and Supply of Pantry Items (TEA BOX, MILK POWDER, SUGAR, 250 ML Water Bottle etc.).

You are requested to submit (HARD COPY) your offer in a closed envelope as per specification within **12.00 P.M. on December 18, 2022.**

A. 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/ delivery 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 reserves the right to conduct negotiations with one or more Bidder and / or accept the Bid without any negotiations.
- 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 by 12.00 PM (Bangladesh Standard Time) December 18, 2022. The purchaser reserves the right change the Time schedule at any time.

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 Pantry Items (TEA BOX, MILK POWDER, SUGAR, 250 ML Water Bottle etc.) as well as UPC (Unit Price Confirmation) for 01 (one) year of these consumable items (Ref: CBBL/GSD/RFQ/2022/0050)” 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 for sample before selection of any vendors which is FOC (Free of Cost).

B. 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 (if submitted earlier, may not be require to resubmit):
 - 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)
 - viii) Electrical Supervisory Certificate
- 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.

BOQ FORMAT

Sl.	Item	Specification	Quantity	Unit	Rate (in BDT)	Amount (in BDT) (including VAT & Tax)
1	Tea Box	Double camber Tea Bag 50pc Per Box (100 gram)	200.00	BOX/ PACK		
2	Milk Powder (500gm)	Milk powder for Tea Foil pack (500gm) infused with vegetable fat	50.00	BOX/ PACK		
3	Milk Powder (1000gm)	Milk powder for Tea Foil pack (1000gm) infused with vegetable fat	20.00	BOX/ PACK		
4	Sugar (Akher Chini)	packing 1kg poly pack Refined sugar, completely acid, fecal residues free and neat and clean Made in Bangladesh	100.00	BOX/ PACK		
5	Potable Water	Super Fresh Natural/ Drink Water-250 ML	100.00	case (24 bottle in 1 case)		

Regards,

(Md. Mahidul Hasan)
SPO-Procurement
General Services Division
Community Bank Bangladesh Limited
Phone: +880961271220, Ext-267