

Dear Sir,

Greeting from Community Bank Bangladesh Limited!!

Quotation (BOQ with Technical Assessment Sheet) is hereby invited for supply of **03 (three) nos SHREDDER MACHINE AT HEAD OFFICE**

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification within 12.00 P.M. on March 06, 2023. Please find the BOQ for detail terms and conditions alongwith Technical Offers.

No advance will be allowed in this regard. All price/ rate should be inclusive of VAT and Tax which will be deducted from source during payment of final bill after satisfactory completion of the works. Retention money will be kept i.e. 10% of the total payable bill will be kept for 01 (one) year.

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) March 06, 2023. The purchaser reserves the right change the Time schedule at any time.

Required Content of the Quotation: Quotation must be submitted as per prescribed form as instructed below:

- i) Proposal must be addressed for "**Chairman Purchase Committee**" of Community Bank Bangladesh Limited.
- ii) Complete Proposal / Offer must be signed with date by the authorized representative of the company.
- iii) Must mention the subject line "RFQ for supply of 03 (three) nos SHREDDER MACHINE AT HEAD OFFICE (Ref: CBBL/GSD/RFQ/2023/0022)." in top of the Envelope.

Other terms, conditions and mode of payment will be as per Bank's standard and necessity.

Please, Financial & Technical Offer Must be submitted as specified in the attachment.

Vendors whose scope of works does not match with the said job need not to submit their offer. Details BOQ and Tender Schedule are given in the next pages.

COMMUNITY BANK BANGLADESH LIMITED
GENERAL SERVICES DIVISION, HEAD OFFICE
POLICE PLAZA CONCORD, TOWER-02, LEVEL-12,
GULSHAN-01, DHAKA-1212, BANGLADESH



TENDER FOR SUPPLY OF **03 (three) nos** SHREDDER MACHINE
AT HEAD OFFICE

February- 2023

Community Bank Bangladesh Ltd.

General Services Division
Tower-02, Level-12
Gulshan-01, Dhaka-1207

(Tender Document/Schedule)

Description of Goods: Supply of **03 (three) nos** SHREDDER MACHINE AT HEAD OFFICE.

Date:

Reference:

Dear Respected Bidders,

Community Bank Bangladesh Limited is hereby requesting you to submit your bid proposal for Supply of **03 (three) nos** SHREDDER MACHINE AT HEAD OFFICE as detailed in Annex-I of this Tender Document.

Tender must be submitted on or before **March 06, 2023; 12.00 pm** at the address below:

Community Bank Bangladesh Ltd.
General Services Division
Police Plaza Concord,
Tower-02, Level-12
Gulshan-01, Dhaka-1207

TENDER METHOD: Open Tender Method (published through CBBL website)

ANY ELIGIBLE VENDOR shall have right to participate in BIDDING PROCESS. The Offer shall contain **TECHNICAL OFFER** and **FINANCIAL OFFER** in the same Envelope. Bidders who will qualify **TECHNICALLY** will only be eligible for consideration of their Financial Offers. **TECHNICAL OFFER** shall contain the documents/specifications mentioned in the **TECHNICAL ELIGIBILITY SECTION (Page-5 & 6)**

It shall remain your responsibility to ensure that your Tender will reach the address above on or before the deadline. Tenders that are received after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

General Terms & Conditions

Please make note of the following requirements and conditions pertaining to the supply of the good/s as per attached hereby:

Sl.	Particulars	Details
1.	Exact Address of Delivery	Provided separately in BOQ
2.	Lead Time (Time required for full delivery after Bank's notification/ issuance of work order)	(please mention) Full Deliver & installation have to be completed by 7 days after issuance of work order/ Bank's notification. (preference will be given to the vendors who has ready stock)
3.	VAT & AIT	Must be included with the quoted rate
4.	After Sales service	Minimum 2 years
5.	Warranty Period	Minimum 2 years
6.	Deadline for submission of tender	on or before March 06, 2023; 12.00 pm
7.	Period of validity of quotes starting from the submission date	60 days In exceptional circumstances, Community Bank Bangladesh Limited may request the vendor to extend the validity of the Tender beyond what has been initially indicate in this Tender Document. The Proposal shall then confirm the extension in writing, without any modification what so ever on the Tender Document
8.	Payment Terms	All payment will be made after full delivery. No running payment or advance payment will be allowed in this regard.
9.	Liquidated Damage	1% per week on the total work order value of delayed delivery. In case, the delay is more that 01 (one) month without having any approval the work order/ Purchase Order might be cancelled
10.	Warrantee Clause	Warrantee shall remain valid for 12 months alongwith Consumable and Spare after the goods have been delivered to the final destination and accepted by the Bank in terms of the contract/ work order.

11.	Retention Money	10% of the Final payable billing amount shall be retained for 01 (one) year after completion full delivery & installation works at the project
12.	Mode of Service	Selected bidder must ensure to site installation & commissioning on site after sales support for the full warranty period (01 year)
13.	Product Quality	For any type of sub-standard quality product or deviated from the specification as per quotation from the selected bidder end, Bank reserve the right for outright rejection of the goods, which the bidder will take at bidder's own cost and will replace with acceptable quality within 07 (seven) days of rejection
14.	Bank's Declaration	Community Bank Bangladesh Limited reserves the right to accept/ cancel any Offer made by the bidders at its own discretion without assigning any reason whatsoever. Community Bank Bangladesh Limited also reserves the right to amend, revise or delete the terms and conditions in respect of this bidding at any time for any reason without giving prior notice to the participants. Participants should review the relevant event details before participating in the event. In case of any dispute, Community Bank Bangladesh Limited reserves the right of final decision and interpretation.
15.	Exception	If you have any exception to our requirement as specified above, please mention separately

TECHNICAL ELIGIBILITY SECTION

Technical Specification:

Sl.	Content	Required Criteria	Your Offer/ whether match with Required Criteria
1.	Brand	Please Mention	
2.	Model	Please Mention	
3.	Shredding Method	<i>Electric Cross Cut Shredder</i>	
4.	Cutting Sheet Capacity	Please Mention <i>Required 25 Sheets (80 gsm)</i>	
5.	Paper Entry Width	Please Mention	
6.	Shredding Speed	<i>1.8m/Min</i>	
7.	Cutting Size	<i>4* 38 mm</i>	
8.	Security Level	Please mention e.g. <i>P4 (DIN66399)</i>	
9.	Bin Capacity (L)	<i>30~32 L</i>	
10.	Dimensions (L x W x H)	Please mention e.g. <i>235 x 354 x 484mm</i>	
11.	Power Supply	<i>220 ~240 Volt</i>	
12.	Weight	Please Mention	
13.	Warranty (including space & consumables)	<i>1 Year Service Warranty</i>	
14.	Overheat Protection	Enabled or not	
15.	Auto Reverse	Available or not	
16.	Working Cycle	Please Mention	
17.	Noise Level	<i>< 80 db</i>	
18.	Indicators	Please Mention e.g. <i>Power/Shredding/Jam/Door Open/Overheat/Bin Full etc.</i>	

TECHNICAL ELIGIBILITY SECTION (continued)

19.	Documents to be submitted for eligibility criteria	<p>i) Bidders must have legal capacity to enter into Contract. Bidder, in support of its qualification must be submitted photocopies of latest documents related to valid Trade License, TIN, VAT, and Financial Solvency Certificate from any schedule Bank; without which the Tender may be considered non-responsive.</p> <p>ii) The Tenderer shall have a minimum of 03 years' of experience and have own manufacturing facility and reputation (relevant documents must be submitted)</p> <p>iii) The Tenderer shall have successfully completed minimum 02 (two) number of supply contract for similar nature of goods and related services within last 05 (five) years (Relevant Documents/ work order/ contract with value, quantity and description of goods must be attached)</p> <p>iv) Statement of satisfactory performance from the Top/ Largest 02 (two) clients in terms of Contract Value in the past 05 years (Copies of Contract/ Purchase Order with completion certificate must be attached).</p> <p>N.B.: All prospective bidders must submit above documentation and tender security to substantiate the above eligibility criteria. Failure to do so shall result in disqualification. All submitted documents must be duly signed with seal/ attested through proper channel. Any unsigned/unattested documents will be considered as invalid document.</p>
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Terms & Conditions (Review)

1. Tender Method **Open Tender Method (Technical and Financial Part must be submitted in the same envelope).**
2. Submission of Offer ANY BIDDER HAS TO SUBMIT THEIR OFFERS IN **SINGLE ENVELOPE**. The Offer shall contain **TECHNICAL part** and **FINANCIAL part**. Bidders who will qualify **TECHNICALLY** will only be eligible for consideration of their Financial Offers. **TECHNICAL Part** shall contain the documents/specifications mentioned in the **TECHNICAL ELIGIBILITY SECTION (Page-5 & 6)**
3. Payment Terms All payment will be made after full delivery. No running payment or advance payment will be allowed in this regard.
4. Liquidated Damage 1% per week on the total work order value of delayed delivery. In case, the delay is more than 01 (one) month without having any approval the work order/ Purchase Order might be cancelled
5. Retention Money **10% of the Final payable billing amount** shall be retained for **01 (one) year after** completion full delivery & installation works at the project
6. Mode of Service Selected bidder must ensure to site installation & commissioning on site after sales support for the full warranty period
7. Product Quality For any type of sub-standard quality product or deviated from the specification as per quotation from the selected bidder end, Bank reserve the right for outright rejection of the goods, which the bidder will take at bidder's own cost and will replace with acceptable quality within 07 (seven) days of rejection
8. Bank's Declaration Community Bank Bangladesh Limited reserves the right to accept/ cancel any Offer made by the bidders at its own discretion without assigning any reason whatsoever. Community Bank Bangladesh Limited also reserves the right to amend, revise or delete the terms and conditions in respect of this bidding at any time for any reason without giving prior notice to the participants. Participants should review the relevant event details before participating in the event. In case of any dispute, Community Bank Bangladesh Limited reserves the right of final decision and interpretation.