

Ref: CBBL/GSD/RFQ/2023/0031

Date: March 12, 2023

Subject: Tender for supply of **“500 nos Annual Report with Envelope”** for Community Bank Bangladesh Limited.

Dear All,

Greetings from Community Bank Bangladesh Limited!!

Community Bank Bangladesh Limited is the 59th Schedule Bank of Central Bank. It's owned by Bangladesh Police Kallyan Trust. For annual requirement, Bank are going to invite Tender for UPC (Unit Price Confirmation) for 01 year & Enlistment for supply of **“500 nos Annual Report with Envelope”** for Community Bank Bangladesh Limited. In this connection, please submit your Financial offer.

Quotation format for enlistment eligibility and Financial offer for supply of the said item is attached herewith.

You are requested to submit (HARD COPY) your offer in a closed envelope as per specification **within 12.00 P.M. on March 19, 2023.**

A. General Terms and Conditions:

1. **Financial Offer/Price/Quotation:** The quoted price should include applicable VAT & Tax.
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 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) March 12, 2023.** 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 “Supply of “500 nos Annual Report with Envelope” for Community Bank Bangladesh Limited.(Ref: CBBL/GSD/RFQ/2023/0031)” in top of the Envelope.

B. Company Requirement for the new firms:

- 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)

C. Financial Terms & Conditions:

9. Quoted Price must include material, labor and service charges as per attached price format.
10. Delivery lead-time will be as per site and Bank requirements.
11. 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.
12. 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.
13. Please contact undersigned for any types of clarifications in regard to products/services/works related clarifications only.
15. Mode of Payment is to be mentioned in the offer. Community Bank Bangladesh Limited discourages advance payment if not necessary.
16. **Quotation Validity:** The Quotation shall be valid for 180 calendar days (06 months) from the Quotation submission/ closing date. Which will continue for a year/until further notice (if both parties agreed).
17. **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.

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

Md. Mahidul Hasan
SPO-Procurement
GSD, Head Office
Community Bank Bangladesh Limited

Financial Offer Format

OPTION-1

Reference# CBBL/GSD/RFQ/2023/0031

Tender Title- Invitation of price quotation for supply of 500 nos Annual Report with Envelope for Community Bank Bangladesh Limited.

Sl	Item	Specification	Quantity (in nos)	Rate (in BDT including VAT & Tax)	Amount (in BDT including VAT & Tax)
1	Annual Report	Inner: Size: L-11" x W-8.5" (complete size) Paper: 120 gsm Matte Paper Print: 04 color print (both side) all pages Page: 125 leaf/ 250 pages Cover: Paper: 300 gsm Art Card Print: 04 color print (one side, front & back) Lamination: Matte & Spot Binding: Juice Binding Note- Computer Proof and Machine Proof mandatory	500		
2	Annual Report (Envelope)	Size: L-9.5" x W-12" x F-1.5" (complete size) Paper: 100 Offset Paper Print: 04 color print (one side) Binding: Die Cutting & pasting Note- Computer Proof and Machine Proof mandatory	500		

OPTION-2

Reference# CBBL/GSD/RFQ/2023/0031

Tender Title- Invitation of price quotation for supply of 500 nos Annual Report with Envelope for Community Bank Bangladesh Limited.

Sl	Item	Specification	Quantity (in nos)	Rate (in BDT including VAT & Tax)	Amount (in BDT including VAT & Tax)
1	Annual Report	Inner: Size: L-11" x W-8.5" (complete size) Paper: 120 gsm Matte Paper Print: 04 color print (both side) all pages Page: 130 leaf/ 260 pages Cover: Paper: 300 gsm Art Card Print: 04 color print (one side, front & back) Lamination: Matte & Spot Binding: Juice Binding Note- Computer Proof and Machine Proof mandatory	500		
2	Annual Report (Envelope)	Size: L-9.5" x W-12" x F-1.5" (complete size) Paper: 100 Offset Paper Print: 04 color print (one side) Binding: Die Cutting & pasting Note- Computer Proof and Machine Proof mandatory	500		