

Date: October 4, 2023

Tender Title: "RFQ (Request for Quotation) and UPC (Unit Price Confirmation) for 06 months' supply of stationery Items for Community Bank Bangladesh Limited.

Tender Ref: "(CBBL/GSD/RFQ/2023/0083)"

Dear All,

Greetings from Community Bank Bangladesh Limited!!

Community Bank Bangladesh Limited is a 59th Schedule Bank of Central Bank. It is owned by Bangladesh Police Kallyan Trust. For regular use, Bank are going to invite Tender for supply of stationery Items from reputed companies. In this connection, please submit your financial offer.

Attached Quotation Format (BOQ) is hereby invited for supply of *stationery* Items for Community Bank Bangladesh Limited.

You are requested to submit (HARD COPY) your offer in a closed envelope as per specification within 12.00 P.M. on [October 8, 2023](#).

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 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 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) [October 8, 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:
 - 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 (Request for Quotation) and UPC (Unit Price Confirmation) for 06 months’ supply of stationery Items for Community Bank Bangladesh Limited. RFQ: (CBBL/GSD/RFQ/2023/0083)”* 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).

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.

Regards

(SM Shahin Iqbal)
VP & Head of General Services Division
Community Bank Bangladesh Limited

Financial Offers.

BOQ for supply of stationery Items for Community Bank Bangladesh Limited. RFQ: (CBBL/GSD/RFQ/2023/0083)”

SN	Item Name	Detailed Description/Brand	Unit	Quantity	Unit Rate (in BDT)	Total Amount (including VAT & Tax)
1	Aerosol	ACI InC2:C38sect Spray, Net Wt. 475 ml	PC	35		
2	Air Freshener	Ahsan	PC	10		
3	Air Freshener	Fay Anti Tabaco	pc	45		
4	Basket Plastic - Local	RFL	pc	5		
5	Battery (AA)-Calling Bell	Sony	PC	50		
6	Binder Clips 1"	Diamond Brand Made in China	Dozen	30		
7	Binder Clips 1-1/2"	Diamond Brand Made in China	Dozen	30		
8	Binder Clips 1-1/4"	Diamond Brand Made in China	Dozen	30		
9	Binder Clips 2"	Diamond Brand Made in China	Dozen	30		
10	Binder Clips 3/4"	Diamond Brand Made in China	Dozen	30		
11	Calculator	City Plus-12 Digit, Chaina, Original, CT-7S, QC Passed.	PC	5		
12	Clip Board	Size: A4 & Good Luck, Plastic Hard Board	PC	5		
13	Dettol/Savlon (Liquid - 1 liter)	Dettol/Savlon	pc	10		
14	Dump Pad (Money Sponge) - Deli Brand (Ball type)	General	pc	5		
15	Dust Box/Basket (Iron)	Iron Net Classical Trash Can	pc	5		
16	Duster Cloth Special Size Local	General	pc	50		
17	File - Court File	Local	pc	20		
18	File - Report Cover - Flier - A4 size -	Local	pc	20		
19	File - Report Cover - Flier - Legal size	Local	pc	20		
20	Floor Cleaner	Rock	pc	30		
21	Glue Stick	Deli (Made in China)	PC	40		
22	Harpic 750 ml	Harpic	pc	10		
23	High Lighter (All Color)	Faber Castell	PC	20		
24	James Clip (Metal)	"Square" Triangle Clips (China)	Box	5		
25	Liquid Hand Wash (Pot)	Lifebuoy/Savlon	PC	10		
26	Magazine File (Paper)	Local	PC	50		
27	Magazine File (Plastic)	Local	PC	20		
28	Majuni (Brush)	Local	PC	20		
29	Marker Pen White Board-737	Red Leaf (Made in Japan)	PC	20		
30	Marker Pen permanent-707	Red Leaf (Made in Japan)	PC	20		
31	Management /Report/Business Files/	Local	PC	10		
32	Mop with still stand	Local	PC	10		
33	Glass Cleaner	Mr Brasso 350ml	PC	30		
34	Glass Cleaner (refill)	Mr Brasso 350ml	PC	30		
35	Multi Plug	Brand: many MTS-148, 6 feature, 3M line with 4 output.	PC	5		
36	Odonil/Wizard	Local`	PC	30		
37	Odonil Powerpack	Godrej Aer	PC	10		

SN	Item Name	Detailed Description/Brand	Unit	Quantity	Unit Rate (in BDT)	Total Amount (including VAT & Tax)
38	Pen Holder	Mesh Steel Pen Stand - Black	PC	10		
39	Pencil 2B/HB	Local	PC	40		
40	Pencil Sharpener (Small)	Local	PC	40		
41	Staple Pin Remover	Deli/Kangaroo with Lock SR-45T	PC	20		
42	Plastic Folder / File	Clear Plastic A4 Size	PC	200		
43	Plastic Mug	RfL best quality	PC	2		
44	Plastic Ring File 3"	Local	PC	50		
45	Plastic Ring File 2"	Local	PC	50		
46	Punch Machine	Kangaroo (No. 600), 0 sheet punching capacity	PC	50		
47	Punch Machine	Kangaroo Heavy Duty Punch HDP-2150, 2 Hole Punch	PC	4		
48	Rubber Band	Local	KG	100		
49	Scale/ Ruler 12"	Stainless steel	PC	10		
50	Scissors	Local	PC	2		
51	Scotch Tape	Size: 2" & 50 yard, Transparent (Scotia)	PC	50		
52	Slip Pad Different Colour	Local	PC	30		
53	Stamp pad ink (red/blue/black)	Shine 28ml 1fl.oz	PC	15		
54	Stamp pad ink (red/blue/black)	Horse (without oil)	PC	15		
55	Stapler (24/6)	Kangaroo (No. 384556), HD-45, 24/6 & 26/6	PC	10		
56	Stapler (24mm)	Kangaroo HD- 23 S24	PC	2		
57	Staples Pin (23/20-H)	Kangaroo 1000 Staples (10X100)	Box	5		
58	Staples Pin (24/6)	Kangaroo, Size: 24/6	Box	20		
59	Stick Pad	3"X3", 5 color, 5 parts, 100 sheets	PC	30		
60	Super Glue		PC	2		
61	VIM - Poly pack	vim	PC	40		
62	VIM Liquid	vim	pc	20		
63	Vixol	Vixol	pc	2		
64	White Board Duster	Local	PC	2		
65	Punch file (plastic)	Local	PC	200		
66	Binding Rope	Local (Big Size)	Bundle	100		
67	Sticky Note-	Xingli (Small)	PC	30		
68	Door Bell/Calling bell	Local / China	Set	5		
69	Ful-jharu	Local	pc	5		
70	Hand Sanitizer	500ml Vitacare	pc	1		
71	Ball Pen	Local (matador/Police)	Dozen	12		
72	Cello Pointer .5 Gel Pen	Made in India	PC	80		
73	Battery (AAA)-AC, TV Remote	Sony	Pair	40		
74	Eraser	Faber Castell	PC	50		
75	File - File Divider/Pocket File - Plastic - 8 divisions	Local	pc	20		
76	Floor Mat(Net)	Kitchen Floor Mat (Net). Color: Blue (4 feet width)	ft	5		

SN	Item Name	Detailed Description/Brand	Unit	Quantity	Unit Rate (in BDT)	Total Amount (including VAT & Tax)
77	Liquid Hand Wash (refill)	ACI savlon Hand wash Ocean Blue (5ltr)	Liter	10		
78	Waste Basket	Paddle Bin, Plastic & Round Shape.	PC	1		
79	Wheel Powder (Pot)	Wheel	PC	2		
80	Sticky Note	Xingli (Big)	PC	50		
81	Bucket	Plastic Bucket (30 liter RFL)	pc	1		
82	Anti-cutter (2 Extra Blades)	SDI No.0404 Metal Track	pc	10		
83	A4 Sheet- protector (11 Holes)	Clear Transparent,recyclable material PP	100 pc pack	5		
84	Box File	Letter File (Paper)	PCS	50		
85	Vim Powder	Vim Dishwashing Powder (500gm)	Pack	30		
86	Liquid Hand Wash	ACI (Ocean blue 5 litter jar)	Litter	15		
87	Vixol	Vixol Bathroom Cleaner Pink - 900 ml	PCS	5		
88	Compatible Disk	Disk Type CD/DVD-RW Capacity Range (Data) 700 MB Minimum Recording Speed 12x Rewritable up to 1,000 times Read compatible with multi-read CD and DVD drives. Pack Quantity 10 pcs	PCS	10		
89	Carbon Paper	China	PCS	100		
90	Calling Bell Battery	GP Super (Alkaline Battery 23A 12V)	PCS	10		
91	James Clip (Metal)	"Square" (100Pcs Made in china)	Box	100		
92	Slip Pad Holder	Product Type : Slip Paper Box Material : Plastic (Attractive Design) Size : Standard Colour : Water Colour	PCS	20		
93	Rubber Band	Local	KG	2		
94	Pin Remover	Kangaro SR-300 Heavy Duty Staple Pin Remover	PCS	2		
95	Business Card Holder (Standard)	Color : Black Storage Quantity : 300 Cards Material : Artificial Leather	PCS	15		
96	Packaging tape dispenser machine	Content includes a soft cover ring binder with 4-rings mechanism 20 transparent PVC pockets for 400/600/1000 business cards up to size 55 X 90mm A to Z index	PCS	2		
97	Deli Tape Dispenser	Brand: Deli, Tape width: 18mm,	PCS	2		
98	Stationery Scotch Tape	Stationery Scotch Tape half inch 30 Yard mini tape	PCS	50		
99	Anti-Cutter	Anti-Cutter of wide blade, Body Length: 17cm Blade Size: 100mmx18mmx0.5mm, NON-SLIP Elastomer Grip, Automatic Lock	PCS	6		
100	Register Book	No.16, Demai Size, 10 X12.5 Inches	PCS	30		
101	Stamp Pad - Violet	Brand: Artline	PCS	10		
102	Notice Board Pin, Size: Standard	Size: Standard	Box	10		
103	Binding Tape	Size: 2" inch	Pcs	10		
104	Legal Sheet- protector (11 Holes)	Clear Transparent,recyclable material PP	100 pc pack	5		

SN	Item Name	Detailed Description/Brand	Unit	Quantity	Unit Rate (in BDT)	Total Amount (including VAT & Tax)
105	Dry Mop	Floor Cleaning Dust Mop	PC	5		
106	Mop Cotton	Wet Mop Cotton Refill (Chaina)	PC	5		
107	Sizer	Medium	Pc	5		
108	LISTERINE COOL MINT Antiseptic Mouthwash	LISTERINE COOL MINT Antiseptic Mouthwash 500ml	Pc	10		
109	Toilet Towel	Medium, White	Pc	5		
110	Car shampoo	Alex Car Shampoo & Wax (500ml)	Pc	5		
111	Car Duster	Multicolor Magic Mini Cleaning Duster Dust Cleaner Long Handle Static China Microfiber Magic Anti Static Cleaning Feather Duster	Pc	5		
112	Surf Excel	surf excel 250ml	Pc	5		
113	Kitchen Hand gloves	Medium	Pc	2		
114	Mop brush	floor cleaning mop brush PVA Extendable Mop Roller Sponge Foam Rubber Mop Floor Super Cleaner	Pc	2		