

Date: October 10, 2023

Tender Title: *“RFQ (Request for Quotation) and UPC (Unit Price Confirmation) for 06 months’ supply of branding & signage maintenance Items for Community Bank Bangladesh Limited.*

Tender Ref: *“(CBBL/GSD/RFQ/2023/0084)”*

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 branding & signage maintenance Items from reputed companies. In this connection, please submit your financial offer.

Attached Quotation Format (BOQ) is hereby invited for supply of branding & signage maintenance 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 15, 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 15, 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 branding & signage maintenance Items for Community Bank Bangladesh Limited.*
RFQ: (CBBL/GSD/RFQ/2023/0084)” 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

CBBL/GSD/RFQ/2023/0084

BOQ for supply of branding & signage maintenance Items for Community Bank Bangladesh Limited.

SN	Item	Description	sft/ pcs	Rate in BDT (including VAT & Tax)
1	Back lit profile light box-Premium	Aluminum Hensch 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 Hensch 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 Hensch 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 Hensch 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 Gage 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	

SN	Item	Description	sft/ pcs	Rate in BDT (including VAT & Tax)
11	Concrete Casting	Per pole 1.5-2 ft deep hole, Concrete casting (Brick chips, Cement, Sand etc)	pcs	
12	Nonlit 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 Hensch profile Print Material : Backlit Stretch Cloth Media Print : UV print On Media, Light: China Bar Moudule 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 Boxbar 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 Vinyal	3 mm ACP Board, Cut vinyal 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	
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	

SN	Item	Description	sft/ pcs	Rate in BDT (including VAT & Tax)
22	Sticker Print	Cut vinyal: Cut vinyal Sticker Print & Pasting	sft	
		Inkjet Print: Inkjet Print with lamination & Installation	sft	
		Inkjet Print: Inkjet Print with lamination pested on 3mm plastic PVC in wall, Adhesive (Fevicol) with Installation	sft	
		Inkjet Print: Inkjet Print with lamination pested on 5mm plastic PVC, in wall, Adhesive (Fevicol) with Installation	sft	
		Inkjet Print: Inkjet Print with lamination pested 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	
24	SS Name plate (18"x12")	SS Plate Engraving of Logo, SS Knob with installation	sq inc	

SN	Item	Description	sft/ pcs	Rate in BDT (including VAT & Tax)
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	

SN	Item	Description	sft/ pcs	Rate in BDT (including VAT & Tax)
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	
39	Table Talker (Size:22"x10" Aprox)	5mm PVC with inkject sticker and matt lamination	pcs	
		3mm Clear Acrylic	pcs	
40	Complain Box (14"x7"x 8"x12")	5mm Clear Acrylic, inkject 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	

SN	Item	Description	sft/ pcs	Rate in BDT (including VAT & Tax)
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	

SN	Item	Description	sft/ pcs	Rate in BDT (including VAT & Tax)
54	Outdoor Highrise Hanging Installation/Pasting	Sticker/ Signboard and others Outdoor Highrise Hanging Installation	sft	
55	Fascia Change for Signboard	Panaflex : 18 oz / 510gsm, Reverse print	sft	
56	Tube Light change and Servicing for Backlit light box	Tube Light: LED 4' Tube Light (22W,Transtec/equivalent)	sft	
		Cable: Cable (BRB/equivalent)fire proof	sft	
		Back Sheet: 30 Gauge gp sheet	sft	
		Angle: MS Ladder Angle	sft	
57	Only Fascia Cleaning	Signage Fascia Cleaning (Dust)	sft	
58	Signboard Dismantle and Refitting	Existing light box dismantle and re-fitting	sft	
59	ACP Signage	LED Modular Light: (3pcs=1 Strip)		
		Adapter 30 MPR (12 VOLT) & Others	sft	
		Back side 5mm pvc	sft	
60	Existing Pole Maintenance	Only Blue/Gray color enamel paint	sft	
61	Existing Print Remove	Existing Inkjet/Frosted/Others Print Remove	sft	