

**Date: October 3, 2023**

**Tender Title:** *“RFQ (Request for Quotation) and UPC (Unit Price Confirmation) for 01 year supply of printing Items Special Envelope Board Sec., PF Application Form, PF Application Nominee Form, and Poly Pack for Community Bank Bangladesh Limited.*

**Tender Ref:** *“(CBBL/GSD/RFQ/2023/0082)”*

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 printing Items Special Envelope Board Sec., PF Application Form, PF Application Nominee Form, and Poly Pack from reputed companies. In this connection, please submit your financial offer.

Attached Quotation Format (BOQ) is hereby invited for supply of printing Items Special Envelope Board Sec., PF Application Form, PF Application Nominee Form, and Poly Pack 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 9, 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 9, 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 01 year supply of printing Items Special Envelope Board Sec., PF Application Form, PF Application Nominee Form, and Poly Pack for Community Bank Bangladesh Limited. RFQ: (CBBL/GSD/RFQ/2023/0082)”* 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.**

<b>BOQ for supply of printing Items Special Envelope Board Sec. , PF Application Form , PF Application Nominee Form, Poly Pack for Community Bank Bangladesh Limited. Tender Ref: "(CBBL/GSD/RFQ/2023/0082)"</b>					
<b>SN</b>	<b>Item Name</b>	<b>Specification</b>	<b>Quantity (in nos)</b>	<b>Rate (in BDT)</b>	<b>Amount (in BDT) (including VAT &amp; Tax)</b>
1	Special Envelope Board Sec.	Size: H 9.4''X W-4.1& Flap-1'' Paper: 170 GSM art Paper Print: 04 Color Print One Side, (Right Side Flap) Making: Di-Cutting, Creasing & Pasting	1,000		
2	PF Application Form	Paper 100 gsm Offset, Size: L=11'' XW= 8.5'', Printing one color & one side, Binding = 100 Pcs. Pkt,	400		
3	PF Application Nominee Form	Paper 100 gsm Offset, Size: L=11'' XW= 8.5'', Printing one color & one side, Binding = 100 Pcs. Pkt,	400		
4	Poly Pack	Size L-13.5''X W-9.5''& flap -2'' (Top side) Poly thickness: 10 Micron, single color Flexi Print Making: Adhesive Tape with flap	20,000		
Total (including VAT & Tax) =					