

Date- March 25, 2024

Tender Reference# CBBPLC./GSD/RFQ/2024/0018

Tender Title- **Spot Quotation for supply of "Sticker Printing "at Community Bank Bangladesh PLC., both at Head Office, Branch, Sub Branch etc.**

Dear Sir,

Quotation (BOQ with Specification attached herewith) is hereby invited for submission of price quotation for supply of

**1. Sticker Printing**

at Community Bank Bangladesh PLC., both at Head Office, Branch, Sub Branch etc.

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification within **12.00 P.M. on March 31, 2024** addressing "Chair, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBPLC./GSD/RFQ/2024/0018)

- ✓ Only relevant eligible vendors are invited to submit their offer
- ✓ Vendors whose scope of works does not match with the said job need not to submit their offer.
- ✓ No advance will be allowed in this regard.
- ✓ All price/ rate should be inclusive of Carrying Charge, Installation Cost and related Materials, VAT and Tax which will be deducted from source during payment of final bill after satisfactory completion of the works.

**Other terms, conditions and mode of payment will be as under:**

- a) The product must be supplied as per specification mentioned in quotation. If any change, Supplier will have to consult with the General Services Division, Head Office of the Bank.
- b) The bidder shall have to submit the price in the letter head pad including VAT & Tax where the tax rate should have mentioned.
- c) Delivery Place is community bank Bangladesh PLC. Head office, Branch & Sub Branch
- d) Delivery Challan have to be duly received by relevant cost center (Head office, Branch, Sub-Branch, ATMs etc) and submitted to be along with the bill.
- e) Date of delivery or completion of work will be counted from the date of Work Order received/ acknowledged either by signing the photocopy of Work Order or by e-mail confirmation whichever is earlier.
- f) In the event of supply of the mentioned items, if the said items do not match with as per requirement/approved quotation then, the Bank reserves full right of outright rejection of the items, and the supplier will have to take back the supplied items at their own cost and will have to replace the said items with acceptable within the time frame as mutually agreed-upon by the Bank and the Supplier.
- g) In case of deviation from the quality and specification and/or delay in supply, bank reserves full right to reject the materials and cancel the work order without showing any reason.
- h) In case of any deficiency in the delivered product, supplier will have to make necessary rectification the same immediately at Supplier own cost on receipt of complain.
- i) The bidder must be regular tax payer.
- j) Final offer should be valid for Minimum 06 (six) months
- k) Price quotation includes carrying cost, labor charge and other charge thereof.



- l) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- m) Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
- n) Must Submit Trade License, TIN, 13 Digit BIN Copy
- o) The bank reserves the right to accept or reject any or all quotation at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Bank's action.
- p) For any type of sub-standard quality product from selected bidder end, the Bank reserve the right for outright rejection of the goods, which you will take back at bidder own cost and will replace with acceptable quality within (10) ten days of the rejection.

**The new bidders must submit the following Paper:**

1. Company Profile
2. Trade License
3. Recent Work order/ Performance Certificate
4. TIN, Bin Copy
5. Other relevant documents.

**Payment:**

- Bill should be submitted along with Work Order (Duplicate Copy) and Delivery Challan.
- All Price should be including all VAT and TAX. Necessary VAT & Tax will be deducted from your bill as per latest Govt. circular.
- Payment will be made after submission the bill only through account with Community Bank Bangladesh Ltd. Thus, before final payment you have to open account with our Bank.

**Vendors whose scope of works does not match with the said job need not to submit their offer.**

Regards,










(SM Shahin Iqbal)  
Member Secretary, Purchase Committee  
VP & HoGSD



















Please, Financial Offer Must be submitted as per the format attached herewith.

**Financial Offer (Sticker Printing)**

S/L	Content	Specification	Quantity	Unit Price Include (VAT & TAX)
1	এই কাউন্টারে ছেড়াফাটা নোট পরিবর্তন করা হয়। 	Size: 10 x 4 inch Material: 4 color Inkjet print with Matt Lamination	25	
2	কাউন্টার ত্যাগ করার পূর্বে অনুগ্রহপূর্বক আপনার টাকা গুনে, বুঝে, দেখে নিন। পরে কোন আপত্তি গ্রহণযোগ্য নয়। 	Size: 10 x 4 inch Material: 4 color Inkjet print with Matt Lamination	25	
3	এই শাখায় প্রাইজবন্ড ক্রয়/বিক্রয় করা হয়। 	Size: 10 x 4 inch Material: 4 color Inkjet print with Matt Lamination	25	
4	 কাউন্টারের সামনে অথবা লাইনে দাড়িয়ে মোবাইল ফোন ব্যবহার না করার জন্য ধন্যবাদ। 	Size: 10 x 4 inch Material: 4 color Inkjet print with Matt Lamination	25	
5	এই শাখায় সঞ্চয়ী হিসাবের অনুকূলে বীমা করা আছে। 	Size: 10 x 4 inch Material: 4 color Inkjet print with Matt Lamination	10	
6	এই শাখায় ছেড়াফাটা নোট পরিবর্তন করা হয়। 	Size: 10 x 4 inch Material: 4 color Inkjet print with Matt Lamination	25	
7	<b>Entry Restricted</b>	Size: 10 x 4 inch Material: 4 color Inkjet print with Matt Lamination	25	
8	<b>Washroom</b>	Size: 10 x 4 inch Material: 4 color Inkjet print with Matt Lamination	25	



9	 <b>Gents/পুরুষ</b>	Size: 10 x 4 inch Material: 4 color Inkjet print with Matt Lamination	25	
10	 <b>Ladies/মহিলা</b>	Size: 10 x 4 inch Material: 4 color Inkjet print with Matt Lamination	25	
11	<b>Kindly Check-in to          next counter for Service</b> (অনুগ্রহপূর্বক পায়ের কাউন্টারের সেবা গ্রহণ করুন)  	Size: 10 x 4 inch Material: 4 color Inkjet print with Matt Lamination	2	
12	<b>বীর মুক্তিযোদ্ধা/বয়োবৃদ্ধ/বিধবা/প্রতিবন্ধী          গ্রাহকগণের জন্য সার্ভিস ডেস্ক</b>  	Size: 10 x 4 inch Material: 4 color Inkjet print with Matt Lamination Pasting on table stand (as per sample)	50	
13	<b>বীর মুক্তিযোদ্ধা গ্রাহকগণের জন্য          সংরক্ষিত আসন</b>  	Size: 10 x 3 inch Material: 4 color Inkjet print with Matt Lamination	50	
14	<b>বয়োবৃদ্ধ/বিধবা গ্রাহকগণের জন্য          সংরক্ষিত আসন</b>  	Size: 10 x 3 inch Material: 4 color Inkjet print with Matt Lamination	50	
15	<b>প্রতিবন্ধী গ্রাহকগণের জন্য          সংরক্ষিত আসন</b>  	Size: 10 x 3 inch Material: 4 color Inkjet print with Matt Lamination	50	
16	 <b>পানির অপচয় রোধ করুন</b> (অযথা কল ছেড়ে পানি অপচয় করবেন না)	Size: 10 x 4 inch Material: 4 color Inkjet print with Matt Lamination	50	
17	<b>অজুখানা</b>	Size: 10 x 4 inch Material: 4 color Inkjet print with Matt Lamination	30	
18	 <b>নামাজ ঘর</b> (Prayer Room)	Size: 10 x 4 inch Material: 4 color Inkjet print with Matt Lamination	30	



