

Date: March 28, 2024

Tender Reference# **CBBPLC./GSD/RFQ/2024/0023**

Tender Title- RFQ (Request for Quotation) for printing and supply of " Annual Report 2023" for Community Bank Bangladesh PLC. Tender Reference# CBBPLC./GSD/RFQ/2024/0023

Dear Sir,

Quotation (BOQ attached herewith) is hereby invited unit rate as well as Specifications for printing and supply of " Annual Report 2023" for Community Bank Bangladesh PLC.

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 12.00 P.M. on April 03,2024** addressing "**Chair, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBPLC./GSD/RFQ/2024/0023)**

- ✓ 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.
- ✓ Only relevant enlisted vendors shall be allowed to submit their financial offer

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 Head Office, Community Bank Bangladesh PLC., Police Plaza Concord, Tower-2, Gulshan-1, Dhaka.
- d) Delivery Challan have to be duly received by relevant cost center (Head office, Branch, Sub-Branch, ATMs whichever applicable 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) Financial offer should be valid for Minimum 06 (six) months
- k) Price quotation includes all related printing works, sample presentation, 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 PLC. 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



Financial Offer Format for Annual Report 2023.

BOQ for supply of Annual Report 2023, Community Bank Bangladesh PLC.

Sl.	Product Name	Specification	Quantity (in nos)	Rate (in BDT)	Total (including VAT & Tax)
01	Annual Report 2023	Size: H 11.5" x W 8.5" Cover : 4-Color print on 300GSM Art Card with Matte Lamination & Spot Varnish (lamination) Inner: 4-Color print on 120GSM Matte Paper Forma 32/Page 256 Binding: Swing & Auto Glue	500		

Note: Laser print dummy and machine proof approval before final printing is mandatory.



[Handwritten signature]