

Date- April 17, 2024

Tender Reference# CBBPLC./GSD/RFQ/2024/0026

Tender Title- **"RFQ (Request for Quotation) and UPC (Unit Price Confirmation) for supply of "stationery Items" for Community Bank Bangladesh PLC.**

Dear Sir,

Quotation (BOQ attached herewith) is hereby invited UPC (Unit Price Confirmation) i.e. unit rate as well as Specifications for supply of

i) Stationery Items

at Community Bank Bangladesh PLC. Head Office.

Mentionable that UPC shall be valid for next 06 (six) months after Bank's confirmation.

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 2.00 P.M. on April 22, 2024** addressing **"Chair, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBPLC./GSD/RFQ/2024/0026)**

- ✓ No advance will be allowed in this regard.
- ✓ All price/ rate should be inclusive of Carrying Charge, 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.
- 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) Financial 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 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.

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

Regards,

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



Financial Offer Format

SN	Item Name	Detailed Description/Brand	Unit	Unit Rate (in BDT) (including VAT & Tax)
1	A4 Sheet- protector (11 Holes)	Clear Transparent, recyclable material PP	100 PC pack	
2	Aerosol	ACI InC2:C38sect Spray, Net Wt. 475 ml	PC	
3	Air Freshener	Ahsan	PC	
4	Air Freshener	Fay Anti Tabaco	PC	
5	Anti-Cutter	Anti-Cutter of wide blade, Body Length: 17cm Blade Size: 100mmx18mmx0.5mm, NON-SLIP Elastomer Grip, Automatic Lock	PC	
6	Anti-cutter (2 Extra Blades)	SDI No.0404 Metal Track	PC	
7	Ball Pen	Local (matador/Police)	Dozen	
8	Basket Plastic - Local	RFL	PC	
9	Battery (AA)-Calling Bell	Sony	PC	
10	Battery (AAA)-AC, TV Remote	Sony	Pair	
11	Battery Remote & Calling Bell	GP Super (Alkaline Battery 23A 12V)	Pair	
12	Binder Clips 1"	Diamond Brand Made in China /Equivalent	Dozen	
13	Binder Clips 1-1/2"	Diamond Brand Made in China /Equivalent	Dozen	
14	Binder Clips 1-1/4"	Diamond Brand Made in China /Equivalent	Dozen	
15	Binder Clips 2"	Diamond Brand Made in China /Equivalent	Dozen	
16	Binder Clips 3/4"	Diamond Brand Made in China /Equivalent	Dozen	
17	Binding Rope	Local (Big Size)	Bundle	
18	Binding Tape	Size: 2" inch	PC	
19	Box File	Letter File (Paper)	PC	
20	Bucket	Plastic Bucket (30-liter RFL)	PC	
21	Business Card Holder (Standard)	Color : Black Storage Quantity : 300 Cards Material : Artificial Leather	PC	
22	Calculator	City Plus-12 Digit, Chaina, Original, CT-7S, QC Passed. /Equivalent	PC	
23	Car Duster	Multicolor Magic Mini Cleaning Duster Dust Cleaner Long Handle Static China Microfiber Magic Anti-Static Cleaning Feather Duster	PC	
24	Car shampoo	Alex Car Shampoo & Wax (500ml)	PC	
25	Carbon Paper	China	PC	
26	Cello Pointer .5 Gel Pen	Made in India	PC	
27	Clip Board	Size: A4 & Good Luck, Plastic Hard Board	PC	
28	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 PC	PC	
29	Deli Tape Dispenser	Brand: Deli, Tape width: 18mm,	PC	
30	Dettol/Savlon (Liquid - 1 liter)	Dettol/Savlon	PC	
31	Door Bell/Calling bell	Local / China	Set	
32	Dry Mop	Floor Cleaning Dust Mop	PC	
33	Dump Pad (Money Sponge) - Deli Brand (Ball type)	General	PC	
34	Dust Box/Basket (Iron)	Iron Net Classical Trash Can	PC	
35	Duster Cloth Special Size Local	General	PC	
36	Eraser	Faber Castell /Equivalent	PC	
37	File - Court File	Local	PC	
38	File - File Divider/Pocket File - Plastic - 8 divisions	Local	PC	
39	File - Report Cover - Flier - A4 size -	Local	PC	
40	File - Report Cover - Flier - Legal size	Local	PC	
41	Floor Cleaner	Rock	PC	
42	Floor Mat (Net)	Kitchen Floor Mat (Net). Color: Blue (4 feet width)	Feet	
43	Ful-jharu	Local	PC	
44	Glass Cleaner	Mr Brasso 350ml	PC	

SN	Item Name	Detailed Description/Brand	Unit	Unit Rate (in BDT) (including VAT & Tax)
45	Glass Cleaner (refill)	Mr Brasso 350ml	PC	
46	Glue Stick	Deli (Made in China)	PC	
47	Hand Sanitizer	500ml Vita care	PC	
48	Harpic 750 ml	Harpic	PC	
49	High Lighter (All Color)	Faber Castell /Equivalent	PC	
50	James Clip (Metal)	"Square" Triangle Clips (China) /Equivalent	Box	
51	James Clip (Metal)	"Square" (100PC Made in china) /Equivalent	Box	
52	Kitchen Hand gloves	Medium	PC	
53	Kitchen Towel Tissue		PC	
54	Legal Sheet- protector (11 Holes)	Clear Transparent, recyclable material PP	100 PC pack	
55	Liquid Hand Wash	ACI (Ocean blue 5 litter jar)	Litter	
56	Liquid Hand Wash (Pot)	Lifebuoy/Savlon	PC	
57	Liquid Hand Wash (refill)	ACI savlon Hand wash Ocean Blue (5ltr)	Litter	
58	LISTERINE COOL MINT Antiseptic Mouthwash	LISTERINE COOL MINT Antiseptic Mouthwash 500ml	PC	
59	Magazine File (Paper)	Local	PC	
60	Magazine File (Plastic)	Local	PC	
61	Majuni (Brush)	Local	PC	
62	Management /Report/Business Files/	Local	PC	
63	Marker Pen White Board- 737	Red Leaf (Made in Japan) /Equivalent	PC	
64	Marker Pen permanent-707	Red Leaf (Made in Japan) /Equivalent	PC	
65	Mop brush	floor cleaning mop brush PVA Extendable Mop Roller Sponge Foam Rubber Mop Floor Super Cleaner	PC	
66	Mop Cotton	Wet Mop Cotton Refill (Chaina)	PC	
67	Mop with still stand	Local	PC	
68	Multi Plug	Brand: many MTS-148, 6 feature, 3M line with 4 outputs.	PC	
69	Notice Board Pin, Size: Standard	Size: Standard	Box	
70	Odonil Powerpack	Godrej Aer	PC	
71	Odonil/Wizard	Local	PC	
72	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	PC	
73	Pen Holder	Mesh Steel Pen Stand - Black	PC	
74	Pencil 2B/HB	Local	PC	
75	Pencil Sharpener (Small)	Local	PC	
76	Pin Remover	Kangaroo SR-300 Heavy Duty Staple Pin Remover /Equivalent	PC	
77	Plastic Folder / File	Clear Plastic A4 Size	PC	
78	Plastic Mug	RfL best quality	PC	
79	Plastic Ring File 2"	Local	PC	
80	Plastic Ring File 3"	Local	PC	
81	Punch file (plastic)	Local	PC	
82	Punch Machine	Kangaroo (No. 600), 0 sheet punching capacity /Equivalent	PC	
83	Punch Machine	Kangaroo Heavy Duty Punch HDP-2150, 2 Hole Punch /Equivalent	PC	
84	Register Book	No.16, Demai Size, 10 X12.5 Inches	PC	
85	Rubber Band	Local	KG	
86	Scale/ Ruler 12"	Stainless steel	PC	
87	Scissors	Local	PC	
88	Scotch Tape	Size: 2" & 50 yard, Transparent (Scotia)	PC	
89	Scotch Tape	Size: 1/2" & 30 Yard mini tape	PC	
90	Sizer	Medium	PC	
91	Slip Pad Different Color	Local	PC	
92	Slip Pad Holder	Product Type : Slip Paper Box Material : Plastic (Attractive Design) Size : Standard Color : Water Color	PC	



SN	Item Name	Detailed Description/Brand	Unit	Unit Rate (in BDT) (including VAT & Tax)
93	Stamp Pad - Violet	Brand: Artline	PC	
94	Stamp pad ink (red/blue/black)	Shine 28ml 1fl.oz	PC	
95	Stamp pad ink (red/blue/black)	Horse (without oil)	PC	
96	Staple Pin Remover	Deli/Kangaroo with Lock SR-45T	PC	
97	Stapler (24/6)	Kangaroo (No. 384556), HD-45, 24/6 & 26/6 /Equivalent	PC	
98	Stapler (24mm)	Kangaroo HD- 23 S24 /Equivalent	PC	
99	Staples Pin (23/20-H)	Kangaroo 1000 Staples (10X100) /Equivalent	Box	
100	Staples Pin (24/6)	Kangaroo, Size: 24/6 /Equivalent	Box	
101	Staples Pin (23/13-H)	Kangaroo 1000 Staples /Equivalent	Box	
102	Staples Pin (23/10-H)	Kangaroo 1000 Staples /Equivalent	Box	
103	Staples Pin (23/24-H)	Kangaroo 1000 Staples /Equivalent	Box	
104	Stick Pad	3"X3", 5 color, 5 parts, 100 sheets	PC	
105	Sticky Note	Xingli (Big) /Equivalent	PC	
106	Sticky Note-	Xingli (Small) /Equivalent	PC	
107	Super Glue		PC	
108	Surf Excel	surf excel 250ml	PC	
109	Toilet Towel	Medium, White	PC	
110	VIM - Poly pack	vim	PC	
111	VIM Liquid	vim	PC	
112	Vim Powder	Vim Dishwashing Powder (500gm)	Pack	
113	Vixol	Vixol Bathroom Cleaner Pink - 900 ml	PC	
114	Waste Basket	Paddle Bin, Plastic & Round Shape.	PC	
115	Wheel Powder (Pot)	Wheel	PC	
116	White Board Duster	Local	PC	



[Handwritten signature]