

Date- June 13, 2024

Tender Reference# CBBPLC./GSD/RFQ/2024/0044

Tender Title- UPC (Unit Price Confirmation) i.e. unit rate as well as Technical Specifications for Supply of Photocopier Toner at Community Bank Bangladesh PLC., both at Head Office.

Dear Sir,

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

i) Photocopier Toner

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

Mentionable that based on UPC as well as technical aspect, the said machineries/ items will be Immediately purchased for Head Office. On the other hand, UPC shall be valid for next 06 (Six) Months after Bank's confirmation. Any project anywhere in Bangladesh shall be estimated based on Bank's requirement and UPC (Unit Price Confirmation) for the next 06 (Six) Months

You are requested to submit (HARD COPY) your offer in a closed envelope as per below specification within 2.00 P.M. on June 27, 2024 addressing "Chair, Purchase Committee, Community Bank Bangladesh PLC.(Tender Reference# CBBPLC./GSD/RFQ/2024/0044)

- ✓ Only relevant vendors are requested to submit the quotation.
- ✓ 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.
- ✓ Retention money will be kept i.e. 10% of the total payable bill will be kept for 01 (one) year (in case, total work order value is above BDT 50,000.00)

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

- a) Ready stock will be given preference.
- b) The quoted price should include applicable VAT. The rate of VAT should be mentioned in the quotation.
- c) You will have to provide one year free service warranty with spare parts.
- d) Delivery Challan duly received by branch is to be submitted along with the bill.
- e) You will have to obtain verbal approval for installation of machine from us prior to install/ delivery of the machine at Branch/ Division.
- f) 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.
- g) In the event of supply of the mentioned items, if the said items does 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.
- h) 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.
- i) In case of deviation from the quality and specification and/or delay in supply, bank preserves full right to reject the materials and cancel the work order without showing any reason.
- j) 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.



- k) No additional bill/work will be entertained without prior permission of the concerned Division.
- l) Must submit 05 (Five) nos. work order in last two financial year in which 3 nos. work order must with recent reputed bank for the similar products.
- m) The bidder must be regular tax payer.
- n) Final offer should be valid for Minimum (12) Twelve months
- o) Price quotation includes carrying cost, labor charge and other charge thereof.
- p) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- q) Considering the Experience, quality and other factors, CBBPLC. is not liable to select the lowest bidder.
- r) Must Submit Trade License, TIN, 13 Digit BIN Copy
- s) 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.
- t) Selected Bidder must ensure to site Installation & Testing on site after sales support for the full warranty period
- u) 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
- v) 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 PLC.
 - ii. Must mention the subject line "RFQ (Request for Quotation) and UPC (Unit Price Confirmation) for 06 months' supply of Photocopier Toners for Community Bank Bangladesh PLC. RFQ: (CBBL/GSD/RFQ/2023/0088)" in top of the Envelope.

Payment:

- Bill should be submitted along with Work Order (Duplicate Copy) and Delivery Challan and performance certificate signed by the Branch Authority.
- Price includes delivery, installation including all installation materials and commissioning charges.
- 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.

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



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



Request for Quotation of Supplying & Installation of Photocopier Toners

SN	Item	Specification	Machine Model	Toner Model	Unit Price (in BDT) including VAT & Tax
1	Photocopier Toners	Duty cycle: 36000 Pages Printing Color: Black Printing Technology: Monochrome Laser Technology	Toshiba e-studio 3018A	T-5018P	
2		Duty cycle: 15000 Pages Printing Color: Black Printing Technology: Monochrome Laser Technology	Toshiba e-studio 2523A	T-2323C	
3		Duty cycle: 12000 Pages Printing Color: Black Printing Technology: Monochrome Laser Technology	Toshiba e-studio 2303A	T-2309C	

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