

Tender Reference# CBBL/GSD/RFQ/2025/0024

Tender Title- **Request for Quotation for Supply of Adhesive Stamp** (Tk.100.00 each), **Revenue Stamp** (Tk.10.00 each), **Non-Judicial Stamp** (Tk.100.00 each) & **Non-Judicial Stamp** (Tk.5.00 each) **for Community Bank Bangladesh PLC.**

Dear Sir,

Quotation (BOQ with Technical Assessment Sheet attached herewith) is hereby invited for Supply of

1. **Adhesive Stamp** (Tk.100.00 each)
2. **Revenue Stamp** (Tk.10.00 each)
3. **Non-Judicial Stamp** (Tk.100.00 each)
4. **Non-Judicial Stamp** (Tk.5.00 each)

**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 March 19, 2025** addressing "**Chair, Purchase Committee, Community Bank Bangladesh PLC.**" (Tender Reference# CBBL/GSD/RFQ/2025/0024)

**General Terms and Conditions:**

1. The quoted price should exclude applicable VAT & TAX.
2. Level-12, Tower-2, Police Plaza Concord, Gulshan-1, Dhaka.
3. The Quotation shall be valid for 1 year (365) calendar days from the Quotation submission/ closing date.
4. The bidder shall have to submit the price in the letter head pad within a sealed envelope.
5. The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
6. Considering the Experience, quality and other factors, CBBPLC. is not liable to select the lowest bidder.
7. 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 or any 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.
8. Mode of Payment will be as under:

i)	Advance	No advance
ii)	On Delivery	Not applicable
iii)	Partial delivery & Partial payment	Allowable
iv)	After Completion of Jobs	✓

**Payment:**

- Bill should be submitted along with Work Order (Duplicate) and Delivery Challan and performance certificate signed by the concerned Authority.
- Price includes delivery and all charges thereof.
- All Price should be excluding all VAT, TAX.

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

Regards



**SM Shahin Iqbal**  
VP & Head of GSD



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SN	Stamp Category	Quantity	Amount (Excluding Tax & Vat)
1	Adhesive Stamp (Tk.100.00 each)	40,000	
2	Revenue Stamp (Tk.10.00 each)	40,000	
3	Non-Judicial Stamp (Tk.100.00 each)	2,000	
4	Non-Judicial Stamp (Tk.5.00 each)	1000	



*[Handwritten signature]*