

Date- May 25, 2025

Tender Reference# CBBL/GSD/RFQ/2025/0039

Tender Title- **"RFQ (Request for Quotation) and UPC (Unit Price Confirmation) for supply of A4 paper, Legal Paper, Napkin Tissue, Facial Tissue & Toilet Tissue at Community Bank Bangladesh PLC."**

Dear Sir,

Quotation (BOQ with Financial Offer Sheet attached herewith) is hereby invited for supply of

1. **A4 Paper**
2. **Legal Paper**
3. **Napkin Tissue**
4. **Facial Tissue**
5. **Toilet Tissue**

at 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 June 01, 2025** addressing "**Chairman, Purchase Committee, Community Bank Bangladesh PLC.**" (Tender Reference# CBBL/GSD/RFQ/2025/0039)

- ✓ Only relevant manufacturer & competent 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, labor charge and other charge thereof, 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) Ready stock will be given preference
- 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 Office Copy 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) Price quotation includes carrying cost, labor charge and other charge thereof.

*B*



- k) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- l) Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
- m) Must Submit Trade License, TIN, 13 Digit BIN Copy
- n) 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.
- o) 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.

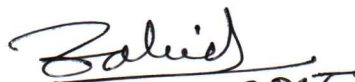
**The new bidders must submit the following Paper:**

1. Company Profile
2. Trade License
3. TIN, Bin Copy
4. Bank Solvency Certificate
5. Recent Work order/ Performance Certificate
6. 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.

**Regards**

  
25-05-2025

Md. Zahid Ibne Anwar  
Head of GSD (Current Charge)  
Community Bank Bangladesh PLC.





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

**Financial Offer (for A4 Paper, Legal Paper, Napkin Tissue, Facial Tissue & Toilet Tissue)**

| SN | Item Name               | Specification   | Minimum Order Quantity | Unit   | Unit Rate (in BDT) | Amount (in BDT) (including VAT & Tax) |
|----|-------------------------|---|------------------------|--------|--------------------|---------------------------------------|
| 1  | A4 Paper                | A4 Paper (80 GSM) Glossy 500 Sheets in each Ream & 05 Ream in a carton (8.25 X 11.75) Inch.   | 1200                   | Ream   |                    |                                       |
| 2  | Legal paper             | Legal Paper (80 GSM) Glossy 500 Sheets in each packet & 05 packets in a carton (8.50 X 14) Inch.  | 100                    | Ream   |                    |                                       |
| 3  | Napkin Tissue           | Napkin Tissue 1 ply, 100 sheets, white, non-perfumed.<br>Tissue Size & Weight: 13" X 13" & 223 gm (+/-),<br>GSM: 20.5, 100% virgin materials, 63 packet in a master carton.   | 500                    | pieces |                    |                                       |
|    |                         |   | 1000                   | pieces |                    |                                       |
| 4  | Facial Tissue (Branded) | Facial Tissue 120 X 2 ply (Branded)= 240 Sheets, White/pink/perfume/non-perfume Swedish board box. Tissue Size & Weight: 200 mm x 215 mm & 139gm (+/-), GSM:13.5, 100 % virgin materials, 48 box in a master carton | 500                    | pieces |                    |                                       |
|    |                         |   | 1000                   | pieces |                    |                                       |
| 3  | Toilet Tissue           | White (172 Sheets X 2 Ply), Tissue Size & Weight: 114 mm X 100 mm & 76 gm (+/-), GSM: 19.5, 100 % Virgin materials. 72 roll per master poly.  | 500                    | pieces |                    |                                       |
|    |                         |   | 1000                   | pieces |                    |                                       |

