

Date- July 28, 2024

Tender Reference# CBBL/GSD/RFQ/2025/0060

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.

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.

Mentionable that based on UPC as well as technical aspect, the said machineries/ items will be purchased for Head Office. On the other hand, 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 August 06, 2025** addressing "Chairman, Purchase Committee, Community Bank Bangladesh PLC.(Tender Reference# CBBL/GSD/RFQ/2025/0060)

- ✓ 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, VAT and Tax which will be deducted from source during payment of final bill after satisfactory completion of the works.
- ✓ Only genuine, original toners from the respective OEM (Original Equipment Manufacturer) will be accepted. Refurbished, refilled, or compatible products are strictly prohibited and subject to immediate rejection.

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 & TAX. The rate of VAT should be mentioned in the quotation.
- c) Unit Price Confirmation (UPC) must remain valid for **six (06) months** from the date of confirmation by the Bank. Prices must include all costs—transportation, VAT, TAX, and installation where applicable.
- d) 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.
- e) 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.
- f) 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.
- g) The bidder must be regular tax payer.
- h) Financial offer should be valid for Minimum (06) six months
- i) Price quotation includes carrying cost, labor charge and other charge thereof.
- j) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- k) Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
- l) Must Submit Trade License, TIN, 13 Digit BIN Copy.



- m) 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.
- n) 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
- o) Required Content of the Quotation: Quotation must be submitted as per prescribed form as instructed below:
- Proposal must be addressed for "Chairman Purchase Committee" of Community Bank Bangladesh PLC.
 - 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/2025/0060)" 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

Md. Zahid Ibne Anwar

Head of GSD (Current Charge)

Community Bank Bangladesh PLC.



Request for Quotation of Supplying & Installation of Photocopier Toners

SN	Item	Specification	Machine Model	Toner Model	Unit Price 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: 38000 to 40,000 Pages A4 Printing Color: Black Printing Technology: Monochrome Laser Technology	Toshiba e-studio 3028A	T-3028P	
3		Printing Color: Black Printing Technology: Monochrome Laser Technology Printing Technology: Monochrome Laser Technology	Toshiba e-studio 2523A	T-2323C	
4		Duty cycle: 12000 Pages Printing Color: Black Printing Technology: Monochrome Laser Technology	Toshiba e-studio 2303A	T-2309C	