



# Community Bank

• Trust • Security • Progress

**Tender Document**

**[Open Tendering Method]**

**[One Stage Two Envelop]**

**Tender for supply HP 4003DN Network Printer for  
Community Bank Bangladesh PLC. for next 06 (Six)  
months.**

**Invitation for Tender No: CBBL/HO/ICT/17-2025/494**

**Dated: 27<sup>th</sup> July 2025**

**Tender issued on: 27<sup>th</sup> July 2025**

**Last Submission Date: 6<sup>th</sup> August 2025**

## Invitation for Tender Offer

### BID SCHEDULE For

| SL | Item Description                               | Quantity |
|----|--|----------|
| 1  | Brand: HP<br>Model: 4003DN<br>Warranty: 1 Year | 01       |

### INVITATION TO BID

The last date for submission of Tender is 6<sup>th</sup> August, 2025. Sealed Quotation Envelope (Technical & Financial in separate envelopes) shall be addressed to “Head of ICT, Community Bank Bangladesh PLC., Police Plaza Concord (Level 10, Tower 2), Gulshan 1, Dhaka-1212.”, by 11:00 AM. These Bids (technical part) will be opened on same day at 02:00 PM. The bidder may depute their representative at the time of opening of Tender. Also note that technical proposal and live demonstration of the software will be evaluated after completing initial scrutiny of the required documents submitted along with the proposal. Financial proposal of the technically eligible bidders only, will be opened.

## **Executive Summary**

Community Bank Bangladesh PLC, a concern of Bangladesh Police Kallyan Trust, has been established with a vision to serve communities with the tailor made secured solutions abiding by the highest level of corporate governance. It aims to contribute to the economic growth of the country by providing financial products & services to the communities across geographies. State-of-the-art Core Banking System is an enabler to operate centrally in optimum magnitude. Community Bank Bangladesh PLC, runs on its three core building blocks i.e. Trust, Security and Progress.

## Scope of Work

### Scope of Bid

Bidders are required to propose solutions as specified in the technical and financial proposal for the supply, installation and implementation of following items. Bidders are required to propose their solutions under one envelop system. Bidders are required to quote for the items and are fully responsible for offered products and implementation of the same as specified in the terms and conditions.

The scope of the bid includes supply, installation and commissioning of various Hardware/ Software are described below.

| SL | Item Description                               | Quantity |
|----|--|----------|
| 1  | Brand: HP<br>Model: 4003DN<br>Warranty: 1 Year | 01       |

Bidders may bid for above category.

The successful Bidders shall be responsible jointly and severally for all the products and services offered by them for project management and co-ordination of the supply, installation, integration, testing, training and commissioning for the implementation of the said items. During the course of installation, the successful bidder will have to work together for final implementation for which they will be held jointly and severally responsible.

### Sealing and marking of envelop

Bidders are required to propose their solutions under **one stage two envelop** system. Bidders are required to quote for the items and are fully responsible for offered service and completion of the same as specified in the terms and conditions, duly marking the envelopes as:

- **Inside Envelope 1**
  - Bidder's Qualification.
  - Technical & Functional Responses.
- **Inside Envelope 2**
  - Financial Offer as per given format.

All the envelopes shall be addressed to CBBL at the address **given in the invitation to BID**, and bear the Procurement name, the Invitation for Bids title and number, and the statement **DO NOT OPEN BEFORE** [e.g. 6<sup>th</sup> August, 2025, 2:00 PM], *to be filled in with the time and date specified in the BID.*

If the envelopes are not sealed and marked as required above, CBBL will assume no responsibility for the misplacement of bid documents in whole or in part or premature opening. If the envelope discloses the Bidder's identity, CBBL will not guarantee the anonymity of the bid submission, but this disclosure will not constitute grounds for bid rejection.

**Bidder's qualification**

1. The bidder must submit Manufacturer's Authorization Form (MAF).
2. The bidder must have at least 5 years' experience for the similar equipment's.
3. The bidder must submit client list for the same product, where at least 05 clients for any scheduled banks in Bangladesh.
4. The bidder must submit Up to Date Trade License, Certificate of in-corporation, TIN certificate and latest proof of submission return (PSR) copy.

| <b>HP 4003DN Network Printer:</b>     |  |
|---------------------------------------|--|
| <b>Brand</b>                          | HP   |
| <b>Model</b>                          | 4003DN   |
| <b>Print Technology</b>               | Laser  |
| <b>Standard Function</b>              | Network Print + Auto Duplex  |
| <b>Print Resolution</b>               | 600 x 600dpi   |
| <b>Print Quality with Image</b>       | 1200 x 1200dpi   |
| <b>Warm-Up Time</b>                   | 10s  |
| <b>First Page Print</b>               | 6.3sec   |
| <b>Paper Input (Standard)</b>         | 250 sheets (based on 80g/m2)   |
| <b>Paper Sizes</b>                    | Standard: A4, B5, A5, Legal, Letter, Executive, 16K, Envelope COM10, Envelope Monarch, Envelope C5, Envelope DL<br>Custom (Width: 76.2 - 216mm x Length 187 - 356mm)<br>Multi-Purpose Tray: A4, B5, A5, Legal, Letter, Executive, 16K, Envelope COM10, Envelope Monarch, Envelope C5, Envelope DL/ Index card<br>Custom (Width: 76.2 - 216mm x Length 127 - 356mm) |
| <b>Paper Type</b>                     | Plain paper, Heavy Paper, Transparency, Label, Envelope, Index card  |
| <b>Paper Weight</b>                   | Standard: 60 to 163g/m2<br>Multi-Purpose Tray: 60 to 163g/m2   |
| <b>Connectivity Interface</b>         | USB Interface: USB 2.0 High Speed<br>Network Interface: 10 Base T / 100 Base Tx  |
| <b>Network Security</b>               | IP/Mac address filtering, HTTPS, SNMPv3, IEEE802.1x  |
| <b>Mobile Print</b>                   | Canon PRINT Business   |
| <b>Maximum Mono Print Speed (ppm)</b> | 40 PPM   |
| <b>Printing Options</b>               | USB & LAN (Network)  |
| <b>Duplex Printing</b>                | Automatic  |
| <b>Supported OS</b>                   | Windows 8.1 (32 / 64-bit), Windows 7 (32 / 64-bit), Windows Server 2012 (32 / 64-bit), Windows Server 2012 R2 (64-bit), Windows Server 2008 (32 / 64-bit), Windows Server 2008 R2 (64-bit), Mac OS 10.7.x - 10.9, Linux, Citrix (FR2 and later)  |
| <b>Replacement Cartridge</b>          | 151A (3,000 Pages)   |
| <b>Type of Warranty</b>               | 1 Year warranty coverage with spare parts (including Main Board and Power Adapter) On Site Support across the country  |
| <b>Delivery Timeline</b>              | Please Mention   |

### **Stock Availability**

| SL | Item Description                               | Quantity | Stock Status                               |
|----|--|----------|--|
| 1  | Brand: HP<br>Model: 4003DN<br>Warranty: 1 Year | 01       | Please mention (Ready stock is preferable) |

### Financial Summary

| SL  | Item Description                               | Qty.           | Unit Price             |                                  |                        | Total Price<br>(Including<br>VAT& AIT) |
|---|--|----------------|------------------------|----------------------------------|------------------------|--|
|   |  |                | Excluding<br>VAT & AIT | Including AIT &<br>Excluding VAT | Including<br>VAT & AIT |  |
| 1   | Brand: HP<br>Model: 4003DN<br>Warranty: 1 Year | 01             |                        |                                  |                        |  |
| <b>Price Offer Validity</b><br>(Minimum 180 Days is preferable) |  | Please mention |                        |                                  |                        |  |