

Date: August 20, 2025

Tender Reference# CBBPLC./GSD/RFQ/2025/0071

Tender Title- RFQ (Request for Quotation) and UPC (Unit Price Confirmation) for 06 months' supply of "Small Gift Bag" for 6th Anniversary in 2025 at Community Bank Bangladesh PLC.

Dear Sir,

Quotation (BOQ attached herewith) is hereby invited UPC (Unit Price Confirmation) i.e. unit rate for supply of

i) Small Gift Bag

at Community Bank Bangladesh PLC.

Only relevant enlisted vendors are invited to submit their offer.

Mentionable that based on UPC as well as specifications the said item will be purchased for 6th anniversary in 2025. On the other hand, UPC shall be valid for next 06 (six) months after Bank's confirmation. Bank has the right to purchase the said items for the next 06 (six) months on approved UPC (Unit Price Confirmation).

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification within **12.30 P.M. on August 25, 2025** addressing "Chair, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBPLC./GSD/RFQ/2025/0071)

- ✓ 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.

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

- a) The product must be supplied as per specification mentioned in quotation. If any change, bidder will have to consult with the General Services Division, Head Office of the Bank.
- 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 photocopy 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 bidder, 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, bidder's 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) Financial offer should be valid for Minimum 06 (six) months
- k) Price quotation includes carrying cost, labor charge and other charge thereof.



- l) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- m) Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
- n) Must Submit Trade License, TIN, 13 Digit BIN Copy
- o) 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.
- p) 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. Recent Work order/ Performance Certificate
4. TIN, Bin Copy
5. 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 PLC. Thus, before final payment you have to open account with our Bank.

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

Regards,


20/08/2025

(Md. Zahid Ibne Anwar)
Member Secretary, Purchase Committee
HoGSD (C.C)



Financial Offer Format for Small Gift Bag.

SN	Item Name	Specification	Quantity (In Nos)	Rate in BDT (Including VAT & Tax)	Total Amount (in BDT) (Including VAT & Tax
1	Small Gift Bag	Paper: 300gsm art card Size: H=12"x W=8.5"+G=5" Print: 4 Color Print (One side) Lamination: Matt Lamination Binding: eyelid with Rope Note = Mentioned that before final print, Machine proof has to be approved by the bank.	500		
			1000		
			1500		
			2000		

