Community Bank
· Trust · Security · Progress

August 25, 2024

Tender Reference# CBBPLC./GSD/RFQ/2025/0073

Tender Title- *RFQ (Request for Quotation) and UPC (Unit Price Confirmation) i.e. unit rate for RENT-A-CAR service at Community Bank Bangladesh PLC., both at Head Office, Branch and Sub- Branch.*

Dear Sir,

Greetings from Community Bank Bangladesh PLC.!!

Community Bank Bangladesh PLC. is the 59th schedule Bank in Bangladesh. It is owned by Bangladesh Police Kallyan Trust. For our time to time use both on monthly and on call-basis for RENT-A-Car Service, Quotation is hereby invited UPC (Unit Price Confirmation) i.e. unit rate *for providing the service of*

     i)   RENT-A-CAR

at Community Bank Bangladesh PLC., both at Head Office, Branch, Sub Branch etc.

UPC shall be valid for next 06 (six) months after Bank's confirmation. Allocation may be made anywhere in Bangladesh based on Bank's requirement. Any eligible vendor with sufficient experience and capacity in the relevant category shall be eligible for submission of their offer. Bank shall have sole discretion to accept or reject any offer whatsoever.

You are requested to submit **(HARD COPY)** your offer in a closed envelope as per below specification **within 2.00 P.M. on August 31, 2025 addressing "Chair, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBPLC./GSD/RFQ/2025/0073)**

- ✓ **No advance will be allowed in this regard.**
- ✓ **Price shall be excluding VAT & Tax**

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

a) **Work Location:** *Community Bank Bangladesh PLC., both at Head Office, Branch, Sub Branch etc. both on monthly and on call basis.*

b) **Price/ Financial Offer Submission:** The bidder shall have to submit price in letter head pad/ duly signed sheet (hard copy) in the format given in the Financial Offer Format Summary.

c) The bidder must be regular tax payer.

d) Financial offer should be valid for Minimum 06 (six) months

e) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.

f) Considering the Experience, quality and other factors, CBBPLC. is not liable to select the lowest bidder.

g) Must Submit Trade License, TIN, 13 Digit BIN Copy

h) 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.

i) Manipulation or any kind of unusual approach or failure to submit the proposal/ offer within stipulated time frame will be treated as "Disqualification" to attend the bidding.

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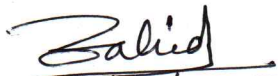
j) For any type of sub-standard service before/ during your allocation, the Bank reserve the right for outright rejection of your engagement/ work order. For any complaint against driver, you shall be liable to take the responsibility.

Payment:

➢ Bill should be submitted along with Work Order (Duplicate Copy) and performance certificate signed by the concerned Authority.
➢ All Price should be excluding all VAT and TAX.
➢ 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,

25/08/2025

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

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Financial Offer Format for RENT A CAR Service

Vehicle Type ↓	Particulars ↓	Amount (in BDT) (excluding VAT & TAX)
Standard Sedan (Preferably Toyota Axio, Model-2016/ 2017)	Monthly Body Rent (in BDT) (shall include all holidays and Fridays, 9.00 A.M ~ 7.00 P.M. regular duty) reporting time may vary	
	Daily Body Rent (in BDT)	
	Per Kilo Gas (in BDT)	
	Per Kilo Octane (in BDT)	
	Overtime (After 10 Hour) (in BDT)	
	Hotel & Entertainment (Daily, Outside Dhaka Only) (in BDT)	
	Driver Food Cost (Lunch/ dinner) (in BDT)	
	Vehicle night stay/ Parking place. (in BDT) (only outside Dhaka)	
Premium Sedan (Preferably Premio, Allion, Model-2016/ 2017)	Monthly Body Rent (in BDT) (shall include all holidays and Fridays, 9.00 A.M ~ 7.00 P.M. regular duty) reporting time may vary	
	Daily Body Rent (in BDT)	
	Per Kilo Gas (in BDT)	
	Per Kilo Octane (in BDT)	
	Overtime (After 10 Hour) (in BDT)	
	Hotel & Entertainment (Daily, Outside Dhaka Only) (in BDT)	
	Driver Food Cost (Lunch/ dinner) (in BDT)	
	Vehicle night stay/ Parking place. (in BDT) (only outside Dhaka)	

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Vehicle Type ↓	Particulars ↓	Amount (in BDT) (excluding VAT & TAX)
Microbus-7 Seater (Preferably X-Noah, Model-2015~2016)	Monthly Body Rent (in BDT) (shall include all holidays and Fridays, 9.00 A.M ~ 7.00 P.M. regular duty) reporting time may vary	
	Daily Body Rent (in BDT)	
	Per Kilo Gas (in BDT)	
	Per Kilo Octane (in BDT)	
	Overtime (After 10 Hour) (in BDT)	
	Hotel & Entertainment (Daily, Outside Dhaka Only) (in BDT)	
	Driver Food Cost (Lunch/ dinner) (in BDT)	
	Vehicle night stay/ Parking place. (in BDT) (only outside Dhaka)	
Microbus-7 Seater (Preferably Esquire, Hybrid-Model-2015~2016)	Monthly Body Rent (in BDT) (shall include all holidays and Fridays, 9.00 A.M ~ 7.00 P.M. regular duty) reporting time may vary	
	Daily Body Rent (in BDT)	
	Per Kilo Gas (in BDT)	
	Per Kilo Octane (in BDT)	
	Overtime (After 10 Hour) (in BDT)	
	Hotel & Entertainment (Daily, Outside Dhaka Only) (in BDT)	
	Driver Food Cost (Lunch/ dinner) (in BDT)	
	Vehicle night stay/ Parking place. (in BDT) (only outside Dhaka)	