



Community Bank

• Trust • Security • Progress

Tender Document

[Open Tendering Method]

[One Stage Two envelop]

Supply of Toner for Community Bank Bangladesh PLC.

Invitation for Tender No: CBBL/HO/ICT/18-2025/518

Dated: 25th August 2025

Tender issued on: 25th August 2025

Last Submission Date: 3rd September 2025

Email for query: ictd@communitybankbd.com

Invitation for Tender Offer

BID SCHEDULE

For

Item Description
Toner (Original & Compatible) for HP LaserJet Pro Network Printer (HP 402dn, HP 404dn, HP M12A, HP 4003dn, HP M255dw, HP M254dw & HP MFP 3303fdw)

INVITATION TO BID

The last date for submission of Tender is 3rd September, 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, and 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
01	Toner (Original & Compatible) for HP LaserJet Pro Network Printer (HP 402dn, HP 404dn, HP M12A, HP 4003dn, HP M255dw, HP M254dw & HP MFP 3303fdw)

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. 3rd September, 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.

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.

Bidder's qualification

1. The bidder must submit Manufacturer's Authorization Form (MAF) /Distributor's Certificate for Network Printer Supply.
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.

Financial Summary

Printer Original Toner (Option 1)			
Printer Model	Unit Price (Excluding VAT & AIT)	Unit Price (Including VAT & AIT)	Price Offer Validity
HP 402dn			Minimum 180 days
HP 404dn			
HP M12A			
HP 4003dn			
HP M255dw (Color Toner Set)			
HP M254nw (Color Toner Set)			
HP MFP 3303fdw (Color Toner Set)			

Printer Compatible Toner (Option 2)			
Printer & Toner Model	Unit Price (Excluding VAT & AIT)	Unit Price (Including VAT & AIT)	Price Offer Validity
HP 402dn (226X)			Minimum 180 days
HP 404dn (276A) (With Chip)			
HP 404dn (276A) (Without Chip)			
HP M12A			
HP 4003dn (151A) (With Chip)			
HP 4003dn (151A) (Without Chip)			
HP M255dw (207A) (Color Toner Set) (With Chip)			
HP M255dw (207A) (Color Toner Set) (Without Chip)			
HP M254nw (203A) (Color Toner Set) (With Chip)			
HP M254nw (203A) (Color Toner Set) (Without Chip)			
HP MFP 3303fdw (222A) (With Chip) (Color Toner Set)			
HP MFP 3303fdw (222A) (Without Chip) (Color Toner Set)			