

Date: September 9, 2025

Tender Ref: CBBL/GSD/Rfq/2025/0085

Tender Title: **RFQ (Request For Quotation) and UPC (Unit Price Confirmation) i.e. unit rate for Supply of different Types of Security Printing Items for Community Bank Bangladesh PLC.**

Dear Sir,

Quotation (BOQ attached herewith) is hereby invited for Supply of different Types of Security Printing Items for Community Bank Bangladesh PLC.

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 2.00 P.M. on September 15, 2025** addressing "Chair, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBL/GSD/Rfq/2025/0085)

Security cheque paper's specification:

1. Chemically sensitized security cheque paper, CBS- 1
2. Watermarked 95 GSM CBS-1, security paper.
3. Weight of cheque 95 GSM (+ - 5%)
4. Thickness of cheque paper 110 mm (+ - 5%)

Additional security features and controls on cheque leaves:

1. Erasable security Ink on the surface of the cheque leaves.
2. Erasable UV (ultra violet) Ink as per Bank's required area.
3. Micro print security text.
4. Security printing design.
5. MICR design cheque.

**** The price includes all costs, duty, VAT, TAX, and Imported related cost etc.**

General Terms and Conditions:

- 1. Purchaser's Right:** The Purchaser reserves the right to accept/ cancel/ reject any or all offer without assigning any reason. The Purchaser is not obliged to purchase the lowest offer or any offer at all. The Purchaser reserves the right to share the Bidder's response to this RFQ with its advisors and Purchaser Business Units. Purchaser reserves the right to: conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations.
- 2. Bid Submission:** You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 2.00 P.M. on September 15, 2025** addressing "Chair, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBL/GSD/Rfq/2025/0085). The Purchaser reserves the right to reject any Quotation submitted after the Closing Date. The Purchaser reserves the right to change the Time schedule at any time.
- 3. Required Content of the Quotation:**
Quotation must be submitted as per prescribed form as instructed below:
 - i. Proposal must be addressed for "Chair, Purchase Committee", Community Bank Bangladesh Limited.
 - ii. Complete proposal/offer must be signed with date by the authorized representative of the company.
- 4. Quotation Validity:** The Quotation shall be valid for 180 calendar days from the Quotation submission/ closing date.
- 5. Manipulation:** Any kind of unusual approach or failure to submit the proposal/offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.

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Commercial Terms and Conditions:

1. **Price:** The quoted price should include applicable VAT
2. **Delivery Place:** Level-11, Tower-2, Police Plaza Concord, Gulshan-1, Dhaka.
3. **Payment Terms:** Payment will be made after Final Acceptance (FAC will be given after successful delivery) & upon submission of the bill with work order & original challan which is duly signed by authorized personnel (Name & Seal, if available). Payment will be made through Bank Account only.
4. **Price Submission:** The bidder shall have to submit the price in the letter head pad.
5. **The Bidder shall** have to submit their proposal as per the format attached with the RFQ. Any proposal not following the format will be considered as disqualify and will not consider for evaluation.

Supporting Documents to be submitted:

- a) The bidder must be regular tax payer.
- b) Final offer should be valid for Minimum (12) Twelve months
- c) Price quotation includes carrying cost, manpower cost and other charge thereof.
- d) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- e) Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
- f) Must Submit Trade License, TIN, 13 Digit BIN Copy
- g) 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.
- h) 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

Payment:

- Bill should be submitted along with Work Order 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, TAX and Imported Related Cost. 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 Ltd. Thus, before final payment you have to open account with our Bank.

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

Regards



Md. Zahid Ibne Anwar

Head of General Services Division (Current Charge)

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Sl.	Products Name	Specification	Quantity (in BOOK)	Unit Rate (In BDT)	Total Amount (including VAT & Tax)
1	CD - 100 Leaves	<p>Size: (Counter foil: 2.5" + Cheque Part: 7.5") X 3.5"</p> <p>Reverse Printing: One color back side/reverse printing</p> <p>Serial No: Two Parts Normal Numbering for Cheque</p> <p>Color : As per Banks' given color (7c X 1c excluding UV)</p> <p>Design : As per Banks' design.</p> <p>Perforation: One vertical perforation for Cheque.</p> <p>Front Cover: 180 Gsm Art Cards (4cX1C)</p> <p>Back Cover : 180 GSM Art card (1C X 0C)</p> <p>Reorder : 70 Gsm Offset paper</p>	500		
2	CD - 50 Leaves	<p>Size: (Counter foil: 2.5" + Cheque Part: 7.5") X 3.5"</p> <p>Reverse Printing: One color back side/reverse printing</p> <p>Serial No: Two Parts Normal Numbering for Cheque</p> <p>Color : As per Banks' given color (7c X 1c excluding UV)</p> <p>Design : As per Banks' design.</p> <p>Perforation: One vertical perforation for Cheque.</p> <p>Front Cover: 180 Gsm Art Cards (4cX1C)</p> <p>Back Cover : 180 GSM Art card (1C X 0C)</p> <p>Reorder : 70 Gsm Offset paper</p>	1,000		
3	CD - 25 Leaves	<p>Size: (Counter foil: 2.5" + Cheque Part: 7.5") X 3.5"</p> <p>Reverse Printing: One color back side/reverse printing</p> <p>Serial No: Two Parts Normal Numbering for Cheque</p> <p>Color : As per Banks' given color (7c X 1c excluding UV)</p> <p>Design : As per Banks' design.</p> <p>Perforation: One vertical perforation for Cheque.</p> <p>Front Cover: 180 Gsm Art Cards (4cX1C)</p> <p>Back Cover : 180 GSM Art card (1C X 0C)</p> <p>Reorder : 70 Gsm Offset paper</p>	200		

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Sl.	Products Name	Specification	Quantity (in BOOK)	Unit Rate (In BDT)	Total Amount (including VAT & Tax)
4	SB - 10 Leaves	<p>Size: (Counter foil: 2.5" + Cheque Part: 7.5") X 3.5"</p> <p>Reverse Printing: One color back side/reverse printing</p> <p>Serial No: Two Parts Normal Numbering for Cheque</p> <p>Color : As per Banks' given color (7c X 1c excluding UV)</p> <p>Design : As per Banks' design.</p> <p>Perforation: One vertical perforation for Cheque.</p> <p>Front Cover: 180 Gsm Art Cards (4cX1C)</p> <p>Back Cover : 180 GSM Art card (1C X 0C)</p> <p>Reorder : 70 Gsm Offset paper</p>	4,500		
5	SB - 25 Leaves	<p>Size: (Counter foil: 2.5" + Cheque Part: 7.5") X 3.5"</p> <p>Reverse Printing: One color back side/reverse printing</p> <p>Serial No: Two Parts Normal Numbering for Cheque</p> <p>Color : As per Banks' given color (7c X 1c excluding UV)</p> <p>Design : As per Banks' design.</p> <p>Perforation: One vertical perforation for Cheque.</p> <p>Front Cover: 180 Gsm Art Cards (4cX1C)</p> <p>Back Cover : 180 GSM Art card (1C X 0C)</p> <p>Reorder : 70 Gsm Offset paper</p>	15,000		

Handwritten signature

Handwritten signature