

Date: September 28, 2025

Tender Ref: CBBL/GSD/RFQ/2025/0089

Tender Title: **RFQ (Request for Quotation) as well as Technical Specifications for supply of Digital Copier Machine (Photocopy Machine) at Community Bank Bangladesh PLC. Jashore Branch.**

Dear Sir,

Quotation (BOQ with Technical Assessment Sheet attached herewith) is hereby RFQ (Request for Quotation) as well as Technical Specifications for supply of

i) Digital Copier Machine (preferable Copy Speed up to 25 ppm)

at Community Bank Bangladesh PLC. Jashore Branch.

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 2.00 P.M. on October 08, 2025** addressing "Chairman, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBL/GSD/RFQ/2025/0089)

- ✓ Only relevant Bonafide bidders shall be allowed to participate in the bidding process.
- ✓ 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.
- ✓ Retention money will be kept i.e. 10% of the total payable bill (if work order value is above BDT 50,000.00) will be kept for 01 (one) year.

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

- a) Ready Stock will be preferred. After confirmation you would supply and install the Photocopier Machines at our notified locations within 07 days. For any exception, you must mention in your offer
- b) Delivery Challan duly received by branch is to be submitted along with the bill.
- c) You will have to obtain verbal approval for installation of machine from us prior to install/ delivery of the machine at Branch/ Division.
- d) Date of delivery or completion of work will be counted from the date of Work Order received/ acknowledged either by signing the original copy of Work Order or by e-mail confirmation whichever is earlier.
- e) In the event of supply of the mentioned items, if the said items does 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.
- f) The product must be supplied as per specification mentioned in quotation. If any change, Supplier will have to consult with the General Services Division, Head Office of the Bank.
- g) In case of deviation from the quality and specification and/or delay in supply, bank preserves 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, supplier will have to make necessary rectification the same immediately at Supplier own cost on receipt of complain.
- i) No additional bill/work will be entertained without prior permission of the concerned Division.
- j) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- k) Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.



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- l) Must Submit Trade License, TIN, 13 Digit BIN Copy
- m) 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.
- n) Selected Bidder must ensure to site Installation & Testing on site after sales support for the full warranty period
- o) 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
- p) The Tenderer must have experienced in banking industry. The Tenderer must have completed similar works for a minimum of three (3) scheduled banks during the last two (2) financial years. Documentary evidence, such as work orders and completion certificates, must be submitted in support of this requirement.
- q) Penalty will be imposed and deducted from the bills at Bank's discretion of total Work Order/Purchase Order amount in case of delay in each day/week/month. Bank MUST be informed in written for any foreseeable delay due to uncontrolled situations prior to exceed the delivery lead time which may be considered by the Bank if situations justify such delay.

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 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.

Please, Financial & Technical Offer Must be submitted as per the format attached herewith.

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

Regards



Md. Zahid Ibne Anwar
Head of GSD (Current Charge)
Community Bank Bangladesh PLC.



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BOQ for PURCHASE OF DIGITAL COPIER MACHINE		
TECHNICAL FEATURES		
General Features		Bidders' Response
Function		
Copy System		
Control Panel		
Copy Speed		
Warm-Up Time		
Standard. Paper Capacity		
Paper Size		
Paper Weight	Cassettes	
	Bypass	
Reproduction Ratio		
Memory		
Hard Disk Drive		
Standard		
Device Management		
Security Features		
Weight		
Dimensions		
Power Consumption		
PRINT FEATURES		Bidders' Response
PDL		
Print Speed		
Print Resolution		
Operating Systems		
Interface		
Scan Features		Bidders' Response
Scan Speed	DSDF Scan	
	RADF Scan	
Scan Modes		
Scan Resolution		
Color/ Grayscale		
e-filling Specifications		Bidders' Response

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BOQ for PURCHASE OF DIGITAL COPIER MACHINE	
TECHNICAL FEATURES	
Operation Method	
Number of Boxes	
Capacity of Boxes	
Major Features	Bidders' Response
Dual Page Copying (Yes/ No)	
Edge Erase (Yes/ No)	
Image Shift (Yes/ No)	
Trimming/ Masking (Yes/ No)	
Departments Code (Yes/ No)	
User Authentication (Yes/ No)	
X-Y Zoom (Yes/ No)	
Electronic Sorting (Yes/ No)	
Supplies (Complementary)	Bidders' Response
Drum	
Bottle	
Cartridge Toner	
Delivery Lead Time	
Warranty	Bidders' Response
Mechanical Parts	
Electrical & Electronic Part	
Consumable Items	
FINANCIAL FEATURES	
Cost Head	Financial Offer
Cost For a single Machine	
Carrying and Installation Cost Inside Dhaka	
Carrying and Installation Cost within 50 km from Dhaka City	
Carrying and Installation cost outside Dhaka	
Applicable VAT & Tax	
GRAND TOTAL for a single Machine (Including VAT & TAX)	