

Date- October 29, 2025

Tender Reference# CBBL/GSD/Rfq/2025/0104

Tender Title- **"RFQ (Request for Quotation) for supply and installation of "Signboard & Branding works" for Community Bank Bangladesh PLC. Jashore Branch.**

Dear Sir,

Quotation (BOQ attached herewith) is hereby invited RFQ (Request for Quotation) i.e. unit rate as well as Specifications for supply of

i) Signboard & Branding Works

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 November 2, 2025** addressing **"Chairman, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBL/GSD/Rfq/2025/0104)**

- ✓ Only relevant Enlisted vendors are invited to submit their offer
- ✓ Vendors whose scope of works does not match with the said job need not to submit their offer.
- ✓ 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, Supplier 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 supply, 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, supplier 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) Price quotation includes carrying cost, labor charge and other charge thereof.
- k) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- l) Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.

- m) Must Submit Trade License, TIN, 13 Digit BIN Copy.
- n) 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. The management also reserves the right to increase/ decrease the scheduled quantities, stop implementation of any or all items work, give additional explanations, correcting specifications, etc.
- 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.

Payment:

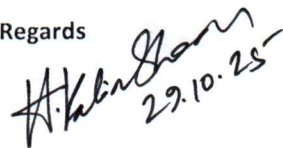
- Bill should be submitted along with Work Order (Duplicate Copy) and Delivery Challan.
- Price includes delivery, installation including all installation materials and commissioning charges.
- All Price should be including VAT and TAX. Necessary VAT & Tax will be deducted from your bill as per latest 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.

i)	Advance	No advance
ii)	On Delivery	Not applicable
iii)	After Completion of Jobs	✓

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

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

Regards

For, 
29.10.25

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

BOQ For Back lit Profile light Box work at Jessore Branch & ATM.

Sl	Item	Description	Qty	Unit	Rate	Total Price (Including VAT & Tax)
Jessore Branch						
1	Back lit profile light box- Standard	Aluminum Hench profile light box, Panaflex : 18 oz / 510gsm, Reverse print) LED 4' Tube Light (20W,Transtec/equivalent),Cable (BRB/equivalent) Back Sheet : 30 gage gp sheet, MS angle with installation Size:42'x4',5'x8'	208	Sft		
2	Back lit profile light box- Standard both side	Aluminum Hench profile light box, Panaflex : 18 oz / 510gsm, Reverse print) LED 4' Tube Light (20W,Transtec/equivalent),Cable (BRB/equivalent) Back Sheet : 30 gage gp sheet, MS angle with installation Size:3'x5'	15	Sft		
Jessore ATM						
3	Back lit profile light box- Standard	Aluminum Hench profile light box, Panaflex : 18 oz / 510gsm, Reverse print) LED 4' Tube Light (20W,Transtec/equivalent),Cable (BRB/equivalent) Back Sheet : 30 gage gp sheet, MS angle with installation Size:9.5'x4'	38	Sft		
	Transport, Supply & Installation		1	Job		
Grand Total Amount						

