

Date- November 09, 2025

Tender Reference# CBBL/GSD/Rfq/2025/0106

Tender Title- **"RFQ (Request for Quotation) and UPC (Unit Price Confirmation) for supply of "Auto Seal" for Community Bank Bangladesh PLC."**

Dear Sir,

Quotation (BOQ attached herewith) is hereby invited UPC (Unit Price Confirmation) i.e. unit rate as well as Specifications for supply of

i) Auto Seal

at Community Bank Bangladesh PLC. Head Office.

Mentionable that UPC shall be valid for next 06 (six) months after Bank's confirmation.

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 2.00 P.M. on November 16, 2025** addressing "Chairman, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBL/GSD/Rfq/2025/0011)

- ✓ Only relevant 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) Financial offer should be valid for Minimum 06 (six) months
- k) Price quotation includes carrying cost, labor charge and other charge thereof.

- l) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- m) Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
- n) The quoted price may be locked for the next 06 (six) months for future procurement. Upon expiry of the 1st 06 months, the offer validity may be extended for further 06 (six) months, if both parties agree.
- o) 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.
- p) 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.

The new bidders must submit the following Paper:

1. Company Profile
2. Trade License
3. Recent Work order/ Performance Certificate
4. TIN, Bin Copy
5. Other relevant documents.

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.

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



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

Financial Offer Format

Sl No.	Item	Specification		Quantity	Unit Price
		Item No.	Size		
1	Auto Seal (Normal)	4910	24X10 mm	1	
		4911	38X14 mm	1	
		4912	48X18 mm	1	
		4913	56X22 mm	1	
		4914	68 x 9 mm	1	
		4915	70X25 mm	1	
		4916	70x10 mm	1	
		4917	50x10 mm	1	
		4921	11X11mm	1	
		4724	42X42 mm	1	
		4925	82x25 mm	1	
		4926	75X40 mm	1	
		4927	60x40 mm	1	
		4929	50X30 mm	1	
		4941	41X24 mm	1	
2	Auto Mine Date	4810	-	1	
3	Auto Mine Paid & Date	4850	-	1	
4	Emboss Auto Seal	-	-	1	
5	Gala Seal	-	1	1	
6	Printer Economic (Square)	4922	20X20 mm	1	
		4924	40X40 mm	1	
		4933	25x25 mm	1	
		4923	30X30 mm	1	
7	Printer Economic (Dater)	4750/2	40X25 mm	1	
		4729/2	50X30 mm	1	
		4727	60X40 mm	1	
		24 hrs Timer 46140	40X40 mm	1	
8	Rubber Replacement	Any Size	Any Size	1	
9	Numbering Machine	Deli- E7506	Digits -6	1	
		Deli- E7508	Digits -8	1	
		Deli- E7510	Digits -10	1	
10	Shines Liquid Color bottle	-	28ml	1	
11	Auto Seal Pad	4911	-	1	
		4912	-	1	
		4913	-	1	
		4750	-	1	
12	Auto Seal Round Pad	4922	-	1	
13	Time Seal Pad	46140	-	1	
14	Rubber Stamp (Small)	-	-	1	
15	Rubber Stamp (Big)	-	-	1	