

Date: January 14, 2026

Tender Reference# CBBL/GSD/RFQ/2026/0007

**Tender Title-** RFQ (Request for Quotation) for supply of **Welcome Gift box for Employee** of Community Bank Bangladesh PLC.

Dear Sir,

Quotation (BOQ attached herewith) is hereby invited RFQ (Request for Quotation) for *supply of*  
**1. Welcome Gift box for Employee**

*at Community Bank Bangladesh PLC.*

***Only relevant vendors are invited to submit their offer.***

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 2.00 P.M. on January 22, 2026** addressing "Chairman, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBL/GSD/RFQ/2026/0007)

- ✓ No advance will be allowed in this regard.
- ✓ All price/ rate should be inclusive of Carrying Charge, delivery 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, bidder will have to consult with the General Services Division, Head Office of the Bank.
- b) Sample/Design has to be approved through Head Office/ proper channel.
- c) The bidder shall have to submit the price in the letter head pad including VAT & Tax where the tax rate should have mentioned.
- d) Delivery Place is community bank Bangladesh PLC. Head office.
- e) 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.
- f) Date of delivery or completion of work will be counted from the date of Work Order received/ acknowledged either by signing the Office copy of Work Order or by e-mail confirmation whichever is earlier.
- g) 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.
- h) In case of deviation from the quality and specification and/or delay in bidder, bank reserves full right to reject the materials and cancel the work order without showing any reason.
- i) In case of any deficiency in the delivered product, bidders will have to make necessary rectification the same immediately at Supplier own cost on receipt of complain.
- j) The bidder must be regular tax payer.
- k) Financial offer should be valid for Minimum 06 (six) months
- l) Price quotation includes carrying cost, labor charge and other charge thereof.



- m) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- n) Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
- o) Must Submit Trade License, TIN, 13 Digit BIN Copy
- p) 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.
- q) 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.
- 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 Ltd. 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.***

**Regards**

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



**Financial Offer Format for Welcome Gift box for Employee**

| <b>SN</b> | <b>Item Name</b>                         | <b>Specification</b>   | <b>Quantity<br/>(in nos)</b> | <b>Unit Rate</b> | <b>Total Amount<br/>(Including VAT &amp; Tax)</b> |
|-----------|--|--|------------------------------|------------------|---|
| 1         | <b>Welcome Gift box<br/>for Employee</b> | The gift box will be sized 14" x 12" and made of 500 GSM hard paper with a magnetic closure, black printed finish, and lace handle. It will include a 1" plastic sole foam die-cut insert and be lined with China ice golds maroon color paper. The set will contain a leather-covered card holder with stainless steel inner body and magnet, an 8 mm Pakistani acrylic key ring with China ring, an original black leather wallet with two mobile chambers and branded logo, a heavy-duty logo branded black mobile stand with moving system and a black GSP branded pen, <b>as per approved sample.</b> | 200                          |                  |   |

**Note:**

- Specification May undergo some changes or amendments based on Bank requirement.
- Delivery lead time as per Bank requirement.

