

Date- January 18, 2026

Tender Reference# CBBL/GSD/Rfq/2026/0008

**Tender Title-** Request for Quotation for Supply of Adhesive Stamp (Tk.100.00 each) & Revenue Stamp (Tk.10.00 each) for Community Bank Bangladesh PLC.

Dear Sir,

Quotation (BOQ with Technical Assessment Sheet attached herewith) is hereby invited for Supply of

1. Adhesive Stamp (Tk.100.00 each)
2. Revenue Stamp (Tk.10.00 each)

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 January 22, 2026** addressing "Chairman, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBL/GSD/Rfq/2026/0008)

**General Terms and Conditions:**

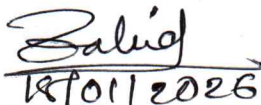
1. All stamps supplied must be legally sourced, authentic, and comply with the regulations set forth by the relevant authorities of the Government of Bangladesh.
2. In case of any defect, inaccuracy, or deficiency in the supplied items, the supplier must rectify or replace the product immediately at their own cost upon receipt of complaint.
3. Prices must include all applicable delivery and handling charges. No additional fees will be entertained.
4. The quoted price should exclude applicable VAT & TAX.
5. Delivery Place is community bank Bangladesh PLC. Head office. Level-12, Tower-2, Police Plaza Concord, Gulshan-1, Dhaka.
6. The Quotation shall be valid for 06 months from the Quotation submission/ closing date.
7. The bidder shall have to submit the price in the letter head pad within a sealed envelope.
8. The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
9. Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
10. No advance will be allowed in this regard. Partial delivery & Partial payment is allowable.
11. 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.

**Payment:**

- Bill should be submitted along with Work Order (Duplicate) and Delivery Challan and performance certificate signed by the concerned Authority.
- Price includes delivery and all charges thereof.
- All Price should be excluding all VAT, TAX.

**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.



**Tender Reference# CBBL/GSD/RFQ/2026/0008**

**Tender Title-** *Request for Quotation for Supply of Adhesive Stamp (Tk.100.00 each) & Revenue Stamp (Tk.10.00 each) for Community Bank Bangladesh PLC.*

SN	Stamp Category	Quantity	Unit Price (Excluding Tax & Vat)	Total Price (Excluding Tax & Vat)
1	Adhesive Stamp (Tk.100.00 each)	30,000		
2	Revenue Stamp (Tk.10.00 each)	20,000		

## Md. Soheb Hossain

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**From:** Z M Masir Bin Quddus  
**Sent:** Thursday, January 15, 2026 3:19 PM  
**To:** Md. Zahid Ibne Anwar  
**Cc:** GSD TEAM; Sanjida Kabir; Mst. Jerin Akter; Habib Ahamed; Sanjit Kumar Saha; Suman Kumar Sarker; Sanjeed Salahuddin  
**Subject:** FW: Stamp requisition for the Month of December 2025 & January 2026  
  
**Importance:** High

Dear Zahid,

Pls. support and expedite.

Masir

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**From:** Sanjit Kumar Saha <sanjit.saha@communitybankbd.com>  
**Sent:** Thursday, January 15, 2026 12:03 PM  
**To:** Z M Masir Bin Quddus <zm.masir@communitybankbd.com>  
**Cc:** Sanjida Kabir <Sanjida.kabir@communitybankbd.com>  
**Subject:** RE: Stamp requisition for the Month of December 2025 & January 2026

Dear Sir,

Supported

Best Regards,

**Sanjit Kumar Saha**  
Assistant Vice President  
Credit Administration Division  
Community Bank Bangladesh Limited

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**From:** Sanjida Kabir <Sanjida.kabir@communitybankbd.com>  
**Sent:** Wednesday, January 14, 2026 2:38 PM  
**To:** Sanjit Kumar Saha <sanjit.saha@communitybankbd.com>  
**Cc:** Z M Masir Bin Quddus <zm.masir@communitybankbd.com>; Md. Shariful Islam Kadir <shariful.kadir@communitybankbd.com>; Finance & Accounts Division <fad@communitybankbd.com>; Md. Zahid Ibne Anwar <zahid.anwar@communitybankbd.com>; Md. Kamruzzaman <m.kamruzzaman@communitybankbd.com>; Md Ibrahim <md.ibrahim@communitybankbd.com>; Md. Monir Hossain <monir.hossain@communitybankbd.com>; Sanjeed Salahuddin <sanjeed.salahuddin@communitybankbd.com>; Suman Kumar Sarker <suman.kumar@communitybankbd.com>; Habib Ahamed <habib.ahamed@communitybankbd.com>; Mst. Jerin Akter <jerin.akter@communitybankbd.com>; GSD TEAM <gsdteam@communitybankbd.com>; Md. Soheb Hossain



<soheb.hossain@communitybankbd.com>

**Subject:** RE: Stamp requisition for the Month of December 2025 & January 2026

Dear Sir,

Assala-mu-alaikum,

With reference to the email below, we need stamps as per following manners for the month of January 2026:

- **Stamp requisition for December as below:**

Name of the Item	Quantity	Amount (in Taka)
Adhesive Stamp(Tk.100.00 each)	30,000	30,00,000/-
Revenue Stamp (Tk.10.00 each)	20,000	2,00,000/-
<b>Total</b>	<b>50,000</b>	<b>3,200,000/-</b>

Your co-operation in this regard will be highly appreciated.

Yours Sincerely

*Sanjida Kabir*

*Officer*

Credit Administration Division

IP Phone: +8809612712220 Ex.322

Email: [sanjida.kabir@communitybankbd.com](mailto:sanjida.kabir@communitybankbd.com)

Community Bank Bangladesh PLC.



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**From:** Sanjida Kabir

**Sent:** Sunday, November 30, 2025 7:29 PM

**To:** Md. Soheb Hossain <[soheb.hossain@communitybankbd.com](mailto:soheb.hossain@communitybankbd.com)>; GSD TEAM <[gsdteam@communitybankbd.com](mailto:gsdteam@communitybankbd.com)>

**Cc:** Z M Masir Bin Quddus <[zm.masir@communitybankbd.com](mailto:zm.masir@communitybankbd.com)>; Sanjit Kumar Saha <[sanjit.saha@communitybankbd.com](mailto:sanjit.saha@communitybankbd.com)>; Md. Shariful Islam Kadir <[shariful.kadir@communitybankbd.com](mailto:shariful.kadir@communitybankbd.com)>; Finance & Accounts Division <[fad@communitybankbd.com](mailto:fad@communitybankbd.com)>; Z M Masir Bin Quddus <[zm.masir@communitybankbd.com](mailto:zm.masir@communitybankbd.com)>; Md. Zahid Ibne Anwar <[zahid.anwar@communitybankbd.com](mailto:zahid.anwar@communitybankbd.com)>; Md. Kamruzzaman <[m.kamruzzaman@communitybankbd.com](mailto:m.kamruzzaman@communitybankbd.com)>; Md Ibrahim <[md.ibrahim@communitybankbd.com](mailto:md.ibrahim@communitybankbd.com)>; Md. Monir Hossain <[monir.hossain@communitybankbd.com](mailto:monir.hossain@communitybankbd.com)>; Sanjeed Salahuddin <[sanjeed.salahuddin@communitybankbd.com](mailto:sanjeed.salahuddin@communitybankbd.com)>; Suman Kumar Sarker

<suman.kumar@communitybankbd.com>

**Subject:** RE: Stamp requisition for the Month of December 2025 & January 2026

Dear Sir,

Assala-mu-alaikum,

With reference to the email below, we need stamps as per following manners for the month of December 2025:

- **Stamp requisition for December as below:**

Name of the Item	Quantity	Amount (in Taka)
Adhesive Stamp(Tk.100.00 each)	30,000	30,00,000.00/-
Revenue Stamp (Tk.10.00 each)	20,000	2,00,000.00/-
Non-Judicial Stamp(Tk.100.00 each)	2,000	2,00,000.00/-
Non-Judicial Stamp(Tk.5.00 each)	1,000	5,000/-
Cartridge paper( Tk.10.00 each)	500	5,000/-
<b>Total</b>	<b>53,500</b>	<b>3,410,000.00/-</b>

Your co-operation in this regard will be highly appreciated.

Yours Sincerely

*Sanjida Kabir*

*Officer*

Credit Administration Division

IP Phone: +8809612712220 Ex.322

Email: [sanjida.kabir@communitybankbd.com](mailto:sanjida.kabir@communitybankbd.com)

Community Bank Bangladesh PLC.



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**From:** Z M Masir Bin Quddus <[zm.masir@communitybankbd.com](mailto:zm.masir@communitybankbd.com)>

**Sent:** Tuesday, November 25, 2025 12:26 PM

**To:** Md. Zahid Ibne Anwar <[zahid.anwar@communitybankbd.com](mailto:zahid.anwar@communitybankbd.com)>

**Cc:** Sanjida Kabir <[Sanjida.kabir@communitybankbd.com](mailto:Sanjida.kabir@communitybankbd.com)>; Sanjit Kumar Saha

<[sanjit.saha@communitybankbd.com](mailto:sanjit.saha@communitybankbd.com)>; GSD TEAM

<[gdsdteam@communitybankbd.com](mailto:gdsdteam@communitybankbd.com)>; Md. Shariful Islam Kadir