

**Tender Title- RFQ (Request For Quotation) and UPC (Unit Price Confirmation) i.e. unit rate for RENT-A-CAR service for Community Bank Bangladesh PLC., both at Head Office, Branch etc.**

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Greetings from Community Bank Bangladesh PLC.!!

Community Bank Bangladesh PLC. is the 59<sup>th</sup> schedule Bank in Bangladesh. It is owned by Bangladesh Police Kallyan Trust. For our time to time use both on monthly and on call-basis for RENT-A-Car Service, Quotation is hereby invited UPC (Unit Price Confirmation) i.e. unit rate for providing the service of

**i) RENT-A-CAR**

at Community Bank Bangladesh PLC., both at Head Office (Police Plaza, Gulshan), Branch, Sub Branch etc.

**UPC shall be valid for next 12 (twelve) months after Bank's confirmation. Allocation may be made anywhere in Bangladesh based on Bank's requirement. Any eligible vendor with sufficient experience and capacity in the relevant category shall be eligible for submission of their offer. Bank shall have sole discretion to accept or reject any offer whatsoever.**

You are requested to submit (HARD COPY) your offer in a closed envelope as per below specification within 2.00 P.M. on April 5, 2026 addressing "Chair, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBPLC./GSD/RFQ/2026/0025)

- ✓ No advance will be allowed in this regard.
- ✓ Price shall be excluding VAT & Tax

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

- a) Ready availability of vehicle will be given preference
- b) **Work Location:** Community Bank Bangladesh PLC., both at Head Office (Police Plaza Concord, Gulshan-1), Branch, Sub Branch etc. both on monthly and on call basis.
- c) **Price/Financial Offer Submission:** The bidder shall have to submit price in letter head pad/ duly signed sheet (hard copy) in the format given in the Financial Offer Format Summary.
- d) The bidder must be regular tax payer.
- e) Financial offer should be valid for Minimum 12 (twelve) months.
- f) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- g) Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
- h) Must Submit Trade License, TIN, 13 Digit BIN Copy
- i) 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.
- j) Manipulation or any kind of unusual approach or failure to submit the proposal/ offer within stipulated time frame will be treated as "Disqualification" to attend the bidding.
- k) For any type of sub-standard service before/ during your allocation, the Bank reserve the right for outright rejection of your engagement/ work order. For any complaint against driver, you shall be liable to take the responsibility.
- l) Drivers who will be assigned to selected vehicles for official duties must adhere to the Bank's standards of conduct and strictly comply with behavior policies.

Tender Reference# CBBPLC./GSD/RFQ/2026/0025

Date- March 24, 2026

Tender Title- ***RFQ (Request For Quotation) and UPC (Unit Price Confirmation) i.e. unit rate for RENT-A-CAR service for Community Bank Bangladesh PLC., both at Head Office, Branch etc.***

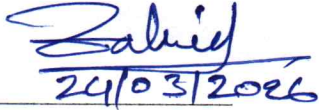
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**Payment:**

- Bill should be submitted along with Work Order (Duplicate Copy) and performance certificate signed by the concerned Authority.
- All Price should be excluding all VAT and TAX.
- 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.***

Regards,

  
24/03/2026

Md. Zahid Ibne Anwar  
Head of GSD (Current Charge)

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**Financial Offer Format for RENT A CAR Service**

Vehicle Type ↓	Particulars ↓	Amount (in BDT) (excluding VAT & TAX)
Standard Sedan (Preferably Toyota Axia, Model-2016/2017 or Above)	Monthly Body Rent (in BDT) (shall exclude all holidays and Fridays, 9.00 A.M ~ 7.00 P.M. regular duty) reporting time may vary	
	Daily Body Rent (in BDT)	
	Per Kilo CNG Gas (in BDT)	
	Per Kilo Octane (in BDT)	
	Per Kilo LPG Gas (in BDT)	
	Overtime per Hour (After 10 Hour) (in BDT)	
	Hotel & Entertainment (Daily, Outside Dhaka Only) (in BDT)	
	Driver Food Cost (Lunch), available if the duty cross 3.00 PM	
	Driver Food Cost (Dinner), available if the duty cross 9.00 PM	
Vehicle Night Stay/Parking place		
Premium Sedan (Preferably Premio, Allion, Model-2016/ 2017 or Above)	Monthly Body Rent (in BDT) (shall exclude all holidays and Fridays, 9.00 A.M ~ 7.00 P.M. regular duty) reporting time may vary	
	Daily Body Rent (in BDT)	
	Per Kilo CNG Gas (in BDT)	
	Per Kilo Octane (in BDT)	
	Per Kilo LPG Gas (in BDT)	
	Overtime per Hour (After 10 Hour) (in BDT)	
	Hotel & Entertainment (Daily, Outside Dhaka Only) (in BDT)	
	Driver Food Cost (Lunch), available if the duty cross 3.00 PM	
	Driver Food Cost (Dinner), available if the duty cross 9.00 PM	
Vehicle Night Stay/Parking place		
Microbus-7-Seater (Preferably X-Noah, Model-2015~2018 or Above)	Monthly Body Rent (in BDT) (shall exclude all holidays and Fridays, 9.00 A.M ~ 7.00 P.M. regular duty) reporting time may vary	
	Daily Body Rent (in BDT)	
	Per Kilo CNG Gas (in BDT)	
	Per Kilo Octane (in BDT)	
	Per Kilo LPG Gas (in BDT)	
	Overtime per Hour (After 10 Hour) (in BDT)	
	Hotel & Entertainment (Daily, Outside Dhaka Only) (in BDT)	

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Vehicle Type ↓	Particulars ↓	Amount (in BDT) (excluding VAT & TAX)
	Driver Food Cost (Lunch), available if the duty cross 3.00 PM	
	Driver Food Cost (Dinner), available if the duty cross 9.00 PM	
	Vehicle Night Stay/Parking place	
Microbus-7-Seater (Preferably Esquire Hybrid, X-Noah new shape Hybrid- Model-2015 ~ 2016 or Above)	Monthly Body Rent (in BDT) (shall exclude all holidays and Fridays, 9.00 A.M ~ 7.00 P.M. regular duty) reporting time may vary	
	Daily Body Rent (in BDT)	
	Per Kilo CNG Gas (in BDT)	
	Per Kilo Octane (in BDT)	
	Per Kilo LPG Gas (in BDT)	
	Overtime per Hour (After 10 Hour) (in BDT)	
	Hotel & Entertainment (Daily, Outside Dhaka Only) (in BDT)	
	Driver Food Cost (Lunch), available if the duty cross 3.00 PM	
	Driver Food Cost (Dinner), available if the duty cross 9.00 PM	
Vehicle Night Stay/Parking place		
Microbus-10-Seater Plus (Preferably Toyota HiAce, HiAce SuperGL, Nissan Urvan - Model- 2015 ~ 2016 or Above)	Monthly Body Rent (in BDT) (shall exclude all holidays and Fridays, 9.00 A.M ~ 7.00 P.M. regular duty) reporting time may vary	
	Daily Body Rent (in BDT)	
	Per Kilo CNG Gas (in BDT)	
	Per Kilo Octane (in BDT)	
	Per Kilo LPG Gas (in BDT)	
	Overtime per Hour (After 10 Hour) (in BDT)	
	Hotel & Entertainment (Daily, Outside Dhaka Only) (in BDT)	
	Driver Food Cost (Lunch), available if the duty cross 3.00 PM	
	Driver Food Cost (Dinner), available if the duty cross 9.00 PM	
Vehicle Night Stay/Parking place		