

Date: March 03, 2026

Tender Reference# **CBBL/GSD/RFQ/2026/0020 (A)**

Tender Title- RFQ (Request for Quotation) for "Design Service of Annual Report 2026" for Community Bank Bangladesh PLC.

Dear Sir,

Quotation (BOQ attached herewith) is hereby invited unit rate for "Design Service of Annual Report 2026" for Community Bank Bangladesh PLC.

You are requested to submit your offer along with 03 sample design concept (**HARD COPY**) in a closed envelope as per below specification **within 12.00 P.M. on March 08,2025** addressing "Chairman, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# **CBBL/GSD/RFQ/2026/0020 (A)**)

- ✓ 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.
- ✓ Only relevant vendors shall be allowed to submit their financial offer

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

- A. The service must be provided strictly as per the specification, scope of work, and approved proposal. Any deviation or change must be consulted with and approved by the General Services Division, Head Office of the Bank.
- B. The bidder shall submit the financial proposal on official letterhead pad, including VAT & Tax as per the latest Government Circular.
- C. Delivery Place (for submission of proposal and sample concepts): Head Office, Community Bank Bangladesh PLC, Police Plaza Concord, Tower-2, Gulshan-1, Dhaka.
- D. The bidder must submit at least **three (03) sample design concepts (HARD COPY)** along with financial proposal in a sealed/closed envelope.
- E. If the delivered design, layout, concept, or final output does not match the approved concept/specification, the Bank reserves the full right of outright rejection. The selected agency shall revise and resubmit the work at their own cost within the timeframe mutually agreed upon
- F. In case of deviation from approved quality, specification, timeline, or professional standard, the Bank reserves the right to cancel the Work Order without showing any reason.
- G. In case of any deficiency in the delivered work (including design errors, formatting mistakes, data misplacement, print file error, etc.), the agency shall make necessary rectifications immediately at their own cost upon receiving notification from the Bank.
- H. The bidder must be a regular Tax payer and submit updated Tax documents.
- I. The financial offer shall remain valid for a minimum period of **06 (six) months** from the date of submission.
- J. The quoted price must include all related costs such as concept development, design, layout, graphics, charts, revisions, sample presentation, labor charges, delivery cost, and any other associated charges.
- K. The Bank will carry out a detailed evaluation of the proposals based on experience, quality of sample concepts, methodology, compliance, and financial offer.
- L. Considering experience, creativity, quality, and other evaluation factors, Community Bank Bangladesh PLC is not bound to select the lowest bidder.



- M. The Bank reserves the right to accept or reject any or all quotations at any time prior to award of contract without incurring any liability to the affected bidder(s) or any obligation to disclose the reason thereof.
- N. In case of sub-standard quality service or failure to meet agreed standards, the Bank reserves the right for outright rejection of the work. The agency must correct and resubmit acceptable quality work within **ten (10) days** from the date of rejection at their own cost.

Bidders may submit the following Paper:

1. Company Profile with relevant experience in Annual Report design
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 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,


03/03/2026

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



Financial Offer Format for Design Service of Annual Report 2026

SN	Items	Quantity	Unit Rate	Total Amount Including VAT & TAX
1	Cover design, concept development, graph & pie chart creation, and overall design of the Annual Report 2026, (Approximate 250 Pages)	1 Job		

Note:

- The specification, page quantity, design structure, or related requirements may undergo changes, modifications, or amendments based on the Bank's requirement. The selected vendor shall accommodate such changes accordingly.
- Delivery/completion lead time shall be strictly as per the timeline determined by the Bank and mentioned in the Work Order.

