

Date: March 10, 2026

Tender Reference# **CBBL/GSD/RFQ/2026/0023**

Tender Title- **RFQ (Request for Quotation) supply of "QR Desk Stand (Bangla QR)" for Community Bank Bangladesh PLC.**

Dear Sir,

Quotation (BOQ attached herewith) is hereby invited unit rate as well as Specifications for supply of "**QR Desk Stand (Bangla QR)**" for Community Bank Bangladesh PLC.

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 02.00 P.M. on March 15, 2026** addressing "**Chair, Purchase Committee, Community Bank Bangladesh PLC.**

- ✓ 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.
- ✓ Delivery must be executed on a per-instance basis in accordance with the approved cost.
- ✓ Product Sample must be submitted with financial proposal, final nomination of the supplier will be finalized based on the sample selection by Bank's authority.

Special Terms & Conditions:

1. The Marketing Team shall finalize the QR stand design based on the approved template and share the design image with the DFS Team for confirmation prior to printing.
2. The selected vendor shall commence printing only after the DFS Team verifies and confirms that the QR code is successfully transacting.
3. No printing or production shall begin without final confirmation from the DFS Team regarding both the approved design and the successful transaction status of the QR code.
4. Printing must strictly follow the final design and branding guidelines approved by the Marketing Team of Community Bank Bangladesh PLC.
5. Any deviation from the approved design, size, branding elements, or specifications will not be accepted. If reprinting is required due to vendor error, the cost shall be fully borne by the vendor.
6. The vendor must ensure proper material quality, durability, accurate color matching, and professional finishing of all QR stands. Any defective or damaged items must be replaced at the vendor's own cost.
7. Delivery may be completed in multiple batches, based on business requirements and instructions from the Bank.

Delivery Conditions:

- Minimum Delivery Quantity: 2/3 Units per delivery
- Maximum Delivery Capacity: 100 Units per single day
- Delivery must be completed within a maximum of **two (02) working days** from the date of final approval.
- In urgent cases, delivery must be ensured within **one (01) working day (24 hours)**.
- After completion of printing, all QR stands must be delivered to the DFS Team within the stipulated delivery timeline.

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 Police Plaza Concord, Level-10, Tower-2, 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 original copy 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 12 (twelve) 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) Must Submit Trade License, TIN, 13 Digit BIN Copy.
- 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.
- 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 QR Desk Stand (Bangla QR)

Sl.	Product Name	Specification	Quantity (in nos.)	Unit Rate (in BDT)	Total Amount (including VAT & Tax)
01.	Merchant Bangla QR Stand Printing	3mm China Acrylic, Laser Cutting Finish, High-Resolution Inkjet Print, Marketing-Approved Design & Bank Branding, Size: W = 4.25" × H = 8"	1,900		
02.	Branch Bangla QR Stand Printing	3mm China Acrylic, Laser Cutting Finish, High-Resolution Inkjet Print, Marketing-Approved Design & Bank Branding, Size: W = 4.25" × H = 8"	100		
03.	Delivery Charge (Per Delivery)		01 job		



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HEAD TELLER



JASHORE BRANCH