

Date: April 12, 2026

Tender Reference# *CBBL/GSD/RFQ/2026/0031*

Tender Title- *RFQ (Request for Quotation) for printing and supply of "Credit File (Confidential)" for Community Bank Bangladesh PLC.*

Dear Sir,

Quotation (BOQ attached herewith) is hereby invited unit rate as well as Specifications for printing and supply of "Credit File (Confidential)" for Community Bank Bangladesh PLC.

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 12.00 P.M. on APRIL 19, 2026** addressing "**Chairman, Purchase Committee, Community Bank Bangladesh PLC.**" (Tender Reference# *CBBL/GSD/RFQ/2026/0031*)

- ✓ 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 enlisted vendors shall be allowed to submit their financial offer

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) 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 as per latest Government Circular.
- d) Delivery Place is Head Office, Community Bank Bangladesh PLC., Police Plaza Concord, Level-12, Tower-2, Gulshan-1, Dhaka.
- e) Delivery Challan have to be duly received by relevant cost center 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 photocopy 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 supply, 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, supplier 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 all related printing works, sample presentation, 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.

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,



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



Financial Offer Format for Credit File (Confidential)

Sl.	Product Name	Specification	Quantity (in nos)	Unit Rate (in BDT)	Total Amount (including VAT & Tax)
1	Credit File (Confidential)	Size: 13.5" x 9.75" Outer Cover Both side pasting: 80 gsm offset paper pasting on top of Rexene (Four Color print)	150		
		Inner Cover Both side pasting: 300+300 gsm art card pasting on top of Rexene (Four Color print)	300		
		Inner: 5 leaves, 10 pages, 300+300 gsm art card (Green Color solid print & one color print) Binding: 32 ounce board, Metal Corner Protector, Rexene binding (harmonium type) with file clip all pages. (As per Sample)	1000		

Note:

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

