

Date- June 15, 2026

Tender Reference# CBBL/GSD/RFQ/2026/0047

Tender Title- **“RFQ (Request for Quotation) and UPC (Unit Price Confirmation) for supply of 19-liter Water Jar at Community Bank Bangladesh PLC.”**

Dear Sir,

Quotation (BOQ with Financial Offer Sheet attached herewith) is hereby invited for *supply of*

**1. 19-Liter Water Jar**

at 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 June 18, 2026** addressing **“Chair, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBL/GSD/RFQ/2026/0047)”**

- ✓ The quoted price shall remain fixed for one (1) year from the date of bank approval. Subject to mutual agreement of both parties the rate may be extended for an additional six (6) months on same terms and conditions.
- ✓ Only relevant manufacturer & competent vendors are invited to submit their offer
- ✓ Vendors whose scope of works does not match with the said job need not to submit their offer.
- ✓ No advance will be allowed in this regard.
- ✓ All price/ rate should be inclusive of Carrying Charge, labor charge and other charge thereof, VAT and Tax which will be deducted from source during payment of final bill after satisfactory completion of the works.

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

- a. Preference will be given to suppliers having adequate ready stock and proven delivery capability.
- b. The bidder shall submit a quotation on its official letterhead, inclusive of all applicable VAT, Tax, transportation, labor, handling, and other related charges. Applicable VAT and Tax rates must be clearly mentioned.
- c. The delivery location shall be Community Bank Bangladesh PLC. Level 5, 10, 11, 12, Head Office and/or any other locations designated by the Bank.
- d. The Bank reserves the right to reject supplied products /service without assigning any reason in the event of deviation from approved specifications, quality standards, regulatory requirements, or delivery schedules.
- e. Any deficiency, contamination, quality issue, leakage, damaged jar, or non-conformity identified after delivery shall be rectified immediately by the supplier at its own cost upon notification from the Bank.
- f. The bidder must be a regular taxpayer and possess a valid Trade License, TIN, 13-digit BIN, and all other statutory registrations required for conducting business in Bangladesh.
- g. The bidder shall submit copies of all relevant licenses, permits, certifications, and regulatory approvals applicable to bottled drinking water production and supply.
- h. The bidder must submit a water quality test report issued within the last six (6) months by a reputed laboratory (e.g., icddr,b, BUET or DPHE), confirming Fecal Coliform and E. coli as Absent or (0 CFU/100ml).
- i. The Bank reserves the right to conduct physical inspections and audits of the supplier's manufacturing plant, purification facilities, storage areas, delivery vehicles, and quality control processes at any time during the contract period.
- j. The supplier shall ensure that all supplied jars are hygienically cleaned, sanitized, properly sealed, and free from odor, contamination, discoloration, cracks, or physical damage. Only fresh and potable drinking water shall be supplied.
- k. The supplier shall provide regular delivery services at least two (2) days per week, or as per the delivery schedule communicated by the Bank.

- l. In case of urgent requirements, the supplier must provide on-call delivery support and ensure timely supply as requested by the Bank.
- m. The supplier shall bear full responsibility and liability for any quality, safety, hygiene, contamination, or public health issues arising from the supplied water and shall indemnify the Bank against any resulting claims, losses, damages, or regulatory actions.
- n. The Bank will evaluate quotations based on compliance, quality standards, service capability, delivery performance, certifications, experience, and commercial considerations.
- o. Community Bank Bangladesh PLC. shall not be obligated to accept the lowest-priced quotation. Selection shall be based on overall value, quality, compliance, reliability, and service capability.
- p. In the event of supply of substandard products, contaminated water, damaged jars, or products failing quality requirements, the Bank reserves the right to reject the entire consignment. The supplier shall replace the rejected items with acceptable products within ten (10) days or within a shorter period specified by the Bank, at no additional cost.
- q. The Bank reserves the right to accept or reject any or all quotations, wholly or partially, at any stage prior to contract award, without incurring any liability and without being required to disclose the reasons for its decision.
- r. The supplier shall maintain uninterrupted supply throughout the contract period and shall promptly notify the Bank of any circumstances that may affect service continuity.
- s. The Bank may require submission of additional quality certifications, food safety certifications, environmental clearances, laboratory test reports, or any other documents deemed necessary to verify compliance with applicable standards and regulations.

**The bidders must submit the following Paper:**

1. Company Profile
2. Trade License
3. Factory Environment Clearance Certificate
4. BSTI CM (Certification Marks) License
5. TIN, Bin Copy
6. Bank Solvency Certificate
7. Recent Work order/ Performance Certificate
8. Other relevant documents/license.

**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.

Regards



**Md. Zahid Ibne Anwar**  
Head of General Services Division  
Community Bank Bangladesh PLC.

**Financial Offer Must be submitted as per the format attached herewith.**

**Financial Offer (Water Jar)**

SN	Item	Specifications	Quantity	Unit Price (in BDT including VAT & Tax)
1	<b>19-liter water bottle jar</b> made of PC (Poly-carbonate)	TDS<125, pH 6.5-8.5 Nitrate<1, Nitrate<0, Arsenic-0, Cadmium-0, Arsenic & Bacteria free, quality of water will be maintained as per Bangladesh standard and water testing report from ICDDR'B will be provided as and when required	01	