

Date- August 25, 2026

Tender Reference# CBBL/GSD/RFQ/2026/0064

Tender Title- **"RFQ (Request for Quotation) for supply of School Cash Deposit Slip Book for Community Bank Bangladesh PLC.**

Dear Sir,

Quotation (BOQ attached herewith) is hereby invited UPC (Unit Price Confirmation) i.e. unit rate as well as Specifications for supply of

i) **Printing Items** (School Cash Deposit Slip Book)

at Community Bank Bangladesh PLC. Head Office.

Mentionable that Rate shall be valid for next 12 (twelve) months after Bank's confirmation.

You are requested to submit (HARD COPY) your offer in a closed envelope as per below specification within 12.00 P.M. on August 30, 2026 addressing "Chair, Purchase Committee, Community Bank Bangladesh PLC.

- ✓ Only relevant Eligible 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, all other charge, 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. The product(s) must be supplied strictly as per the specifications mentioned in the approved quotation. In case of any deviation or proposed change, the Supplier must consult and obtain approval from the General Services Division (GSD), Head Office of the Bank prior to delivery.
- B. The bidder shall submit the price quotation on the company's official letterhead pad, inclusive of VAT and Tax, clearly mentioning the applicable VAT and Tax rates.
- C. Delivery Location: Police Plaza Concord, Level-12, Tower-2, Community Bank Bangladesh PLC., Head Office.
- D. If the supplied items do not match with the approved quotation, specification, or requirement of the Bank, the Bank reserves the absolute right to reject the items. The Supplier shall take back the rejected items at its own cost and replace them with acceptable items within the mutually agreed timeframe.
- E. In case of any deviation in quality/specification and/or delay in supply, the Bank reserves the right to reject the materials and cancel the Work Order without assigning any reason.
- F. In the event of any defect or deficiency in the supplied products, the Supplier shall rectify or replace the same immediately at its own cost upon receipt of complaint from the Bank.
- G. The bidder must be a regular Tax payer and compliant with all applicable government regulations.
- H. The financial offer/quotation shall remain valid for a minimum period of 12(twelve) months from the date of submission.
- I. The quoted price must include all applicable costs such as carrying cost, transportation, labor charges, installation charges (if any), and any other incidental expenses.
- J. The Bank shall carry out a detailed evaluation of the quotations based on the information and documents submitted by the bidder.
- K. Considering experience, product quality, compliance, and other relevant factors, Community Bank Bangladesh PLC. shall not be bound to accept the lowest quotation.
- L. The bidder must submit copies of valid Trade License, TIN Certificate, and 13-Digit BIN Certificate along with the quotation.
- M. The Bank reserves the right to accept or reject any or all quotations at any time prior to the award of contract, without incurring any liability to the affected bidder(s) or any obligation to disclose the reason thereof.
- N. In case any supplied product is found to be of sub-standard quality, the Bank reserves the right to reject the goods outright. The Supplier shall take back the rejected goods at its own cost and replace them with acceptable quality products within 10 (ten) days from the date of rejection.

- O. The Supplier shall ensure that all supplied items are brand new, unused, and free from any manufacturing defects.
- P. No advance payment shall be made unless otherwise approved by the competent authority of the Bank in writing.
- Q. The Bank reserves the right to increase or decrease the quantity of items at the time of issuing the Work Order without changing the unit price.
- R. Any dispute arising out of the supply, delivery, or execution of the Work Order shall be resolved amicably through mutual discussion. In case of unresolved disputes, the decision of Community Bank Bangladesh PLC. shall be final.
- S. The bidder shall maintain confidentiality regarding all Bank-related information, documents, and communications obtained during the quotation and supply process.
- T. Late submission of quotation may be rejected without further consideration.
- U. Submission of quotation by the bidder shall be treated as confirmation that the bidder has read, understood, and accepted all terms and conditions of the RFQ.

Payment:

- Bill should be submitted along with Work Order (Duplicate Copy) and Delivery Challan.
- Price includes delivery, installation including all installation materials and commissioning charges.
- All Price should be including 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.

Please, Financial Must be submitted as per the format attached herewith.

Regards



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

Financial Offer Format

SN	Products Name	Specifications	Minimum Order Quantity (Pcs)	Unit Rate	Total Amount (including VAT & Tax)
1	School Cash Deposit Slip Book	Paper Inner = 80 gsm Offset Paper. Size = L=14" W=8.8" Page Inner=16 Leaf Printing Inner = 1 color printing on one side. Binding = Pin Binding & 1 Leaf 3 Perforation. Cover = 150 gsm Liner Paper Cover Size=L=28" X W=8.8" Cover Printing = 1 Color Printing	800		
			1,600		
			2,400		