

Date: August 19, 2026

Tender Reference# CBBL/GSD/Rfq/2026/0060

Tender Title- RFQ (Request for Quotation) for supply of 20,000 pcs **Proprietary Debit Card Blank Plastics** of Community Bank Bangladesh PLC.

Dear Sir,

Quotation (BOQ attached herewith) is hereby invited RFQ (Request for Quotation) for supply of

1. Proprietary Debit Card Blank Plastics (20,000 pcs)

at Community Bank Bangladesh PLC.

Only relevant eligible vendors are invited to submit their offer.

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 3.30 P.M. on August 31, 2026** addressing "**Chairman, Purchase Committee, Community Bank Bangladesh PLC.**" (Tender Reference# CBBL/GSD/Rfq/2026/0060)

- ✓ **No advance will be allowed in this regard.**
- ✓ **All price/ rate should be inclusive of Carrying Charge, delivery and related Materials, VAT and Tax which will be deducted from source during payment of final bill after satisfactory completion of the works.**
- ✓ **Open Tendering method, One Stage 02 envelope method (Technical & Financial part has to be submitted separately.**
- ✓ **The supplier should have authorized distributor of any international reputed organization for item mention herein.**
- ✓ **The bidder shall provide references of at least 05 (five) Banks/Financial Institutions in Bangladesh where similar Magnetic Stripe-based Proprietary Debit Cards have been supplied, including the name, address, contact person, and telephone number of each institution.**

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, bidder will have to consult with the General Services Division, Head Office of the Bank.
- b) The card blanks must be **new, unused, defect-free, and free from scratches, cracks, warping, discoloration, printing defects, magnetic stripe damage, or any other manufacturing defects.**
- c) The magnetic stripe shall have **consistent magnetic performance and adequate durability** to ensure reliable encoding, reading, and transaction processing throughout the expected service life of the card.
- d) The physical dimensions, thickness, card material, corner radius, surface finish, and other characteristics of the card blanks must comply with the **approved specification and applicable industry standards.**
- e) The bidder shall provide, upon request, **technical specifications, product datasheet, certificate of conformity, test report, or manufacturer's certificate** confirming the quality and specifications of the proposed card blanks.
- f) The bidder shall ensure that the supplied card blanks are **compatible with the Bank's existing card personalization/encoding equipment and related systems.** Any compatibility issue arising from deviation in the supplied product shall be rectified or replaced by the supplier at its own cost.
- g) The Bank reserves the right to conduct **physical, technical, magnetic-stripe, dimensional, and compatibility testing** of the supplied card blanks. The supplier shall provide reasonable technical support and necessary samples for such testing without additional cost to the Bank.
- h) If any portion of the supplied card blanks fails to meet the approved specification or testing requirements, the Bank may reject the entire lot or the affected quantity, and the supplier shall replace the rejected quantity at its own cost.
- i) The supplier shall ensure that the card blanks are properly packed, sealed, protected from moisture, heat, magnetic exposure, physical damage, and other environmental conditions that may adversely affect the quality or functionality of the cards during transportation and storage.
- j) All information, specifications, designs, samples, artwork, technical data, and other materials provided by the Bank shall be treated as **strictly confidential** and shall not be disclosed, copied, reproduced, or shared with any third party without prior written approval from the Bank.



- k) The supplier shall ensure that all rejected, defective, surplus, damaged, or excess card blanks containing the Bank's proprietary design or materials are **securely destroyed or returned to the Bank**, as instructed by the Bank, and shall not be resold, reused, or disposed of without authorization.
- l) In case of any **loss, unauthorized disclosure, misuse, duplication, or compromise of the Bank's proprietary card materials/designs** attributable to the supplier or its personnel/subcontractors, the supplier shall be responsible for the resulting consequences and costs as determined by the Bank.
- m) **Subcontracting or outsourcing** of manufacturing, printing, magnetic-strip processing, packaging, or any other part of the supply shall not be permitted without prior written approval from the Bank.
- n) The Bank may conduct or arrange **inspection of the supplier's manufacturing/production facility**, either directly or through an authorized representative, where deemed necessary to verify production capability, quality control, security arrangements, and compliance with the required specifications.
- o) **Payment shall be made after satisfactory delivery, inspection, and acceptance** of the supplied card blanks and submission of all required supporting documents, including the duly acknowledged delivery challan, invoice/bill, and applicable VAT/Tax documents.
- p) No additional payment shall be admissible for **transportation, packaging, loading/unloading, handling, testing, replacement, or any other incidental expenses** beyond the accepted quotation price.
- q) The bidder must have **proven experience in supplying Magnetic Stripe-based Proprietary Debit/Credit Card Blank Plastics to at least 03 (three) Banks/Financial Institutions**. Supplier having repeat order or more than 1 order from the same bank shall be preferred. The bidder shall submit documentary evidence, such as **Purchase Orders/Work Orders/Completion Certificates/Delivery Challans or equivalent documents**, in support of such experience.
- r) Any defect identified during the warranty/quality assurance period that is attributable to manufacturing or material quality shall be **replaced by the supplier at its own cost** within the timeframe specified by the Bank.
- s) The bidder shall have to submit the price in the letter head pad including VAT & Tax where the tax rate should have mentioned.
- t) Delivery Place is community bank Bangladesh PLC. Head office.
- u) 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.
- v) In case of deviation from the quality and specification and/or delay in bidder, bank reserves full right to reject the materials and cancel the work order without showing any reason.
- w) Financial offer should be valid for Minimum 12 (twelve) months
- x) Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
- y) 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.

The bidders must submit the following Paper:

1. Partner Certificate/Authorization letter from the original vendor.
2. Company Profile
3. Trade License, TIN, Bin, Tax Return copy
4. Recent Work order/ Performance Certificate
5. Other relevant documents.

Vendors whose scope of works does not match with the said job need not to submit their offer.

Regards

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



Technical Offer Format for Proprietary Debit Card Blank Plastics

Sl	Description	Required Specification	Bidder's Response
Supplier Details			
1	Product Brand		
2	Country of Origin of Product		
3	Country of Manufacture of Compliance product		
4	Local Authorized Partner		
Product Details			
1	Materials for card body	PVC	
2	Magnetic Stripe	ISO Standard Hi-Co 2 Tracks, Black Color	
3	Core Color	White Core PVC	
4	Signature Panel	Please Specify	
5	Card Dimension & Size	As per ISO and EMV Standard	
6	Design	As per Bank Design	
7	Card Material	As per Bank's requirement	
8	Warranty	At least 1 Year	
9	Durability	At least 5 Years	



Financial Offer Format for Proprietary Debit Card Blank Plastics

Sl	Item Description	Quantity	Unit rate	Total Amount Inclusive VAT & TAX
1	Proprietary Debit Card Blank Plastics	20000		


