

Date- August 31, 2026

Tender Reference# CBBL/GSD/RFQ/2026/0066

Tender Title- **"RFQ (Request for Quotation) and UPC (Unit Price Confirmation) for supply of "Signboard & Branding Items" 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) Signboard & Branding Items

at Community Bank Bangladesh PLC. Branch, Sub-branch, ATM etc.

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 2.00 P.M. on September 07, 2026** addressing **"Chairman, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBL/GSD/RFQ/2026/0066)**

- ✓ 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, 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.
- ✓ The quoted price may be locked for the next 06 (Six) months for future procurement. Upon expiry of the 1st 06 months, the offer validity may be extended for further 06 (six) months, if both parties agree.
- ✓ In case of new supply of signboards and branding items, 10% of the final assessed bill shall be retained as "Retention Money" for a period of 01 (one) year and shall be refunded thereafter, subject to satisfactory performance and due diligence.

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 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.
- d) 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.
- e) 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.
- f) 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.
- g) 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.
- h) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- i) Considering the Experience, quality and other factors, CBBL. is not liable to select the lowest bidder.
- j) Must Submit updated Trade License, PSR, TIN, 13 Digit BIN Copy.



- k) 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 management also reserves the right to increase/ decrease the scheduled quantities, stop implementation of any or all items work, give additional explanations, correcting specifications, etc.
- l) 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.
- 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.

SN	Item	Description	sft/pcs	Unit Price (Including VAT & TAX)
1	Back lit profile light box-Premium	Aluminum Hensch profile light box, Panaflex : 18 oz / 510gsm, Reverse print) LED 4' Tube Light (20W, any reputed brand including 1 year warranty), Cable (BRB/equivalent) Back Sheet : 30 gage gp sheet & Surrounding 1" SS Chancel, MS angle with installation	sft	
2	Back lit profile light box-Standard	Aluminum Hensch profile light box, Panaflex: 18 oz / 510gsm, Reverse print) LED 4' Tube Light (20W, any reputed brand including 1 year warranty), Cable (BRB/equivalent) Back Sheet: 30 gage gp sheet, MS angle with installation	sft	
3	Back lit profile light box-Premium (Both Side)	Aluminum Hensch profile light box, Panaflex: 18 oz / 510gsm, Reverse print) LED 4' Tube Light (20W, any reputed brand including 1 year warranty), Cable (BRB/equivalent) 1" SS Chancel, MS Ladder Angle with installation	sft	
4	Back lit profile light box-Standard (Both Side)	Aluminum Hensch profile light box, Panaflex: 18 oz / 510gsm, Reverse print) LED 4' Tube Light (20W, any reputed brand including 1 year warranty), Cable (BRB/equivalent) MS Ladder Angle with installation	sft	
5	Non-Lit Identifier/Signboard	1.5"x1.5" MS Angle, 22 Gaze MS Sheet, Enamel paint, Digital print on reflective vinyl (honeycomb) Both side display.	sft	
		Angle: MS Ladder Angle	rft	
6	Pole for Light Box (Ms Pipe)	4" Dia with Blue/Gray color enamel paint	rft	
7	Pole for Light Box (Ms Pipe)	3" Dia with Blue/Gray color enamel paint	rft	
8	Pole for Light Box (Ms Pipe)	2.5" Dia with Blue/Gray color enamel paint	rft	
9	Pole for Light Box (SS Pipe)	3" Dia SS Pipe	rft	
10	Pole for Light Box (SS Pipe)	2.5" Dia SS Pipe	rft	
11	Concrete Casting	Per pole 1.5-2 ft deep hole, Concrete casting (Brick chips, Cement, Sand etc)	pcs	
12	Nonlit iron framing sign board	1" x 1" Square box pipe, Back side black pvc with installation	sft	
13	Stretch/Elastic Cloth Media Backlit Signboard	Material: China Aluminum Hensch profile Print Material: Backlit Stretch Cloth Media Print : UV print On Media, Light: China Bar Module light, Cable (BRB/equivalent) Back PVC : 5mm PVC Sheet with installation	sft	
14	ACP-Acrylic-LED Signage- Offcut letter Back lit	ACP-Acrylic-LED Signage- Offcut letter Back lit Offcut Letter Cutting LED Strip/LED Light in Side Boxbar for Structure, Adapter, BRB cable wire, Back side 5mm pvc, Laser & Router cutting with Installation	sft	
15	ACP-Acrylic-LED Signage- 3D high letter Back lit	ACP-Acrylic-LED Signage- 3D high letter Back lit (3D High Letter Cutting LED Strip/LED Light in Side Boxbar for Structure, Adapter, BRB cable wire, Back side 5mm pvc, Laser & Router cutting with Installation (3D high letter by Acrylic sheet)	sft	
16	ACP-Acrylic-LED-SS Signage- 3D high letter Back lit	Acrylic-LED -SS Signage- 3D high letter Back lit (3D High Letter Cutting LED Strip/LED Light in Side Boxbar for Structure, Adapter, BRB cable wire, Back side 5mm pvc, Laser & Router cutting with Installation (3D high letter by SS sheet)	sft	
17	SS-Acrylic-LED- Signage- 3D high/Offcut letter round able Back lit One side display sign	SS-ACP-Acrylic-LED- Signage- 3D high letter Back lit (3d high /offcut Letter Cutting LED Strip/LED Light in Side Boxbar for Structure, Adapter, BRB cable wire, Back side 5mm pvc, Laser & Router cutting with Installation (3D high letter by SS sheet)	sft	
18	SS-Acrylic-LED- Signage- 3D high/Offcut letter round able Back lit both side display sign	SS-ACP-Acrylic-LED- Signage- 3D high letter Back lit (3d high /offcut Letter Cutting LED Strip/LED Light in Side Boxbar for Structure, Adapter, BRB cable wire, Back side 5mm pvc, Laser & Router cutting with Installation (3D high letter by SS sheet)	sft	
19	SS-Acrylic-LED- UV Ambush Print Signage- round able Back lit both side display sign	SS-ACP-Acrylic-LED- -UV Ambush Print Signage- LED Strip/LED Light in Side Boxbar for Structure, Adapter, BRB cable wire, Back side 5mm pvc, Laser & Router cutting with Installation.	sft	
20	ACP Signage-non lit with Acrylic Letter	3 mm ACP Board, 8mm acrylic Letter Cutting, Back side 5mm pvc with Installation	sft	
21	ACP Signage-non lit with Cut Vinyl	3 mm ACP Board, Cut vinyl Pasting, Back Side 5mm pvc with Installation	sft	

SN	Item	Description	sft/pcs	Unit Price (Including VAT & TAX)
22	Acrylic Light Box	Off white 3mm milky Acrylic, Strip Led Light, Plastic Wood, Sticker Print and Power Supply & Installation	sft	
23	Acrylic 3D / Offcut Lettering Signage-Lit	3mm opel acrylic, LED strip light, BRB Cable, Back side 3mm PVC with power supply and installation	sft	
24	Acrylic 3D/Offcut Lettering Signage-Non Lit	3mm opel acrylic, , Back side 3mm PVC, Making and installation	sft	
25	Identifier/Bell Sign (12"x12")	Acrylic Sheet with sticker print, SS sheet, inside LED lighting with power supply fitting fixing and installation.	pcs	
26	Identifier/Bell Sign (18"x18")	Acrylic Sheet with sticker print, SS sheet, inside LED lighting with power supply fitting fixing and installation.	pcs	
27	Identifier/Bell Sign (24"x24")	Acrylic Sheet with sticker print, SS sheet, inside LED lighting with power supply fitting fixing and installation.	pcs	
28	Identifier/Bell Sign (36"x36")	Acrylic Sheet with sticker print, SS sheet, inside LED lighting with power supply fitting fixing and installation.	pcs	
29	Sticker Print	Cut vinyl: Cut vinyl Sticker Print & Pasting	sft	
		Inkjet Print: Inkjet Print with lamination & Installation	sft	
		Inkjet Print: Inkjet Print with lamination pested on 3mm plastic PVC in wall, Adhesive (Fevicol) with Installation	sft	
		Inkjet Print: Inkjet Print with lamination pested on 5mm plastic PVC, in wall, Adhesive (Fevicol) with Installation	sft	
		Inkjet Print: Inkjet Print with lamination pested on 8mm plastic PVC in wall, Adhesive (Fevicol)with Installation	sft	
		Reflective vinyl: Eco solvent print on plain/honeycomb reflective vinyl, lamination and pasting		
30	Glass Branding	One way Vision: Solvent print one-way Vision with pasting	sft	
		Frosted Sticker: only Frosted Sticker and pasting	sft	
		Frosted Sticker: Solvent print on Frosted Sticker and pasting	sft	
		Frosted Sticker: Solvent print and Design Cutting on frosted Sticker	sft	
		Clear sticker: Solvent Print on transparent/Clear sticker media	sft	
		Clear sticker: Transparent/Clear sticker media	sft	
31	SS Name plate	SS Plate Engraving of Logo, SS Knob with installation	sq inc	
32	Notice Board	SS Plate Engraving, SS Knob with installation	sq inc	
		5mm PVC with Inkjet print, SS Knob with installation	sft	
		8mm PVC with Inkjet print, SS Knob with installation	sft	
33	Sandwich poster	8mm Glass/Acrylic, Print with SS Knob and installation	sft	
34	Hanging Identifier	ACP with UV print & SS Chain for Hanging with installation	sq inc	
35	ACP Name Plate	ACP with UV print with Both side Adhesive /Adhesive (Fevicol) installation	sq inc	
36	PVC Banner (White)	Solvent print on PVC	sft	
37	PVC Banner (Black)	Solvent print on 280-300gsm PVC	sft	
38	Cloth Banner	Cloth media, eco-solven print, swing and hanging with pvc pipe and row.	sft	
39	Panaflex Print	510gsm Panaflex with Solvent Print	sft	
40	Festoon (White) With Pipe & Gulti	Solvent print on PVC with Plastic pipe & Gulti	sft	
41	Festoon (Black) With Pipe & Gulti	Solvent print on 280-300gsm PVC with Plastic pipe & Gulti	sft	
42	Framed Banner/Framed Backdrop	Solvent print on PVC with installed by wooden frame	sft	
43	Framed Banners (Borfi/Banner)	Solvent print on PVC with installed by wooden frame	sft	
44	Standee/Self Stand	Solvent print on PVC framed on wooden board Structure & Lower Base with installation	sft	
		Base: Wooden board Structure Base.	sft	
45	PVC Board Cutout	8mm PVC plastic Board Cutout with print	sft	
		5mm PVC plastic Board Cutout with print	sft	
46	Table Talker (Size:22"x10" Approx.)	SS Plate Engraving of Logo	pcs	
		5mm PVC with inkjet sticker and matt lamination	pcs	
		3mm Clear Acrylic	pcs	

SN	Item	Description	sft/pcs	Unit Price (Including VAT & TAX)
47	Complain Box	5mm Clear Acrylic with key and Sticker.	sft	
		8mm Clear Acrylic with key and Sticker.	sft	
48	SS Letter Cut Sign	Stainless Steel letter making (3mm thickness) & Installation	sft	
49	Leaflet holder (Size: 9"x4.5") As per Standard Sample	5mm clear Acrylic, inject print with matt lamination	pcs	
		3mm clear Acrylic, inject print with matt lamination	pcs	
50	X-stand with PVC Banner	PVC-Black Media Print with X-Stand (2'x5')	pcs	
51	X-banner Stand	Only X-banner Stand (2'x5')	pcs	
52	X-Banner	PVC-Black Media Print	Pcs	
53	Pop Up banner	PVC Black with Pop Up Banner	pcs	
54	Banner for Biodegradable fabrics	Biodegradable fabrics Eco-friendly Cotton print	SFT	
55	Neon Sign	luminous gas-discharge tubes night Electric neon with installation	sft	
56	LED Sign	P-6 Version LED, programming software, aluminum profile with black powder coated for indoor/outdoor with installation	sft	
57	Photo frame (Size: 30"x20")	Photo Print with wooden frame and mounting labeling	pcs	
58	Inauguration Stone Frame (নাম ফ্রাম) Stone Size: (20"x30")	Barmatic Sagun wood Frame & Polish, Iron Clam, Making with fitting, As per Sample	pcs	
	Inauguration Stone Frame (নাম ফ্রাম) Stone Size: (30"x36")	Barmatic Sagun wood Frame & Polish, Iron Clam, Making with fitting, As per Sample	pcs	
59	Edge Lit	5mm clear acrylic, slim led ribbon/tube light, aluminum/acp base Laser cutting along with SS chain and installation	sft	
60	Outdoor Highrise Hanging Installation/Pasting	Sticker/ Signboard and others Outdoor Highrise Hanging Installation	sft	
61	Fascia Change for Signboard	Panaflex: 18 oz / 510gsm, Reverse print	SFT	
62	Tube Light change and Servicing for Backlit light box	Tube Light: LED 4' Tube Light (22W, any reputed brand including 1 year warranty)	PCS	
		Cable: Cable (BRB/equivalent) fire proof	RFT	
		Back Sheet: 30 Gauge GP sheet	SFT	
		Angle: MS Ladder Angle	PCS	
63	Only Fascia Cleaning	Signage Fascia Cleaning (Dust)	SFT	
64	Signboard Dismantle and Refitting	Existing light box dismantle and re-fitting	SFT	
65	ACP Signage	LED Modular Light: (3pcs=1 Strip)	SFT	
		Adapter 30 MPR (12 VOLT) & Others	PCS	
		Back side 5mm PVC	SFT	
66	Existing Pole Maintenance	Only Blue/Gray color enamel paint	RFT	
67	Existing Print Remove	Existing Inkjet/Frosted/Others Print Remove	SFT	
68	LED Light	LED Light (size: 3 ft)	PCS	
69	Cable	3/22 Electric Cable (Brand: BRB/Equivalent)	RFT	
70	Wooden Frame Work	Wooden Frame Fixing with any size printing	SFT	
71	Manpower Support	For any Branding related support at program (duration 4 hrs)	Per Person	
72	Transport/Conveyance for Measurement/ Execution (Inside Dhaka)	Cost per Job	-	
73	Transport/Conveyance for Measurement/ Execution (outside Dhaka)	Cost per Job	-	
74	Delivery charge	Delivery charge for supply to Head Office, 12th floor Community Bank Bangladesh PLC.	Per Instance	