

Date- September 22, 2026

Tender Reference# CBBL/GSD/Rfq/2026/0072

Tender Title- **"RFQ (Request for Quotation) and UPC (Unit Price Confirmation) for supply of "stationery and Toiletries 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) Stationery and Toiletries Items

at Community Bank Bangladesh PLC. Head Office.

Mentionable that UPC shall be valid for next 06 (six) 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 September 28, 2026** addressing "**Chair, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBL/GSD/Rfq/2026/0072)**"

- ✓ Only relevant 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 stationery items must be supplied as genuine, original products. Duplicate or copy product will not be accepted and are subject to immediate rejection. In the event of any duplicate or copy product supply, the supplier must replace the item(s) within five (05) working days at their own cost.
- ✓ All price/ rate should be inclusive of Carrying 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 bidder shall have to submit the price in the letter head pad including VAT & Tax where the tax rate should have mentioned.
- b) Ready stock will be given preference.
- c) Unit Price Confirmation (UPC) must remain valid for **six (06) months** from the date of confirmation by the Bank. Prices must include all costs—transportation, VAT, TAX, and installation where applicable.
- d) 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.
- e) 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.
- f) In case of deviation from the quality and specification and/or delay in supply, bank preserves full right to reject the materials and cancel the work order without showing any reason.
- g) The bidder must be regular tax payer.
- h) Financial offer should be valid for Minimum (06) six months
- i) Price quotation includes carrying cost, labor charge and other charge thereof.
- j) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- k) Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
- l) Must Submit Trade License, TIN, 13 Digit BIN Copy.



- m) 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.
- n) 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

The new bidders must submit the following Paper:

1. Company Profile
2. Trade License
3. Recent Work order/ Performance Certificate
4. TIN, Bin Copy
5. Other relevant documents.

Payment:

- Bill should be submitted along with Work Order (Duplicate Copy) and Delivery Challan.
- 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 GSD
Community Bank Bangladesh PLC.



Financial Offer Format

SI NO	Item Name	Detailed Description/Brand	Unit	Unit Rate (in BDT) (including VAT & Tax)
01	A4 Sheet- protector (11 Holes)	Clear Transparent, recyclable material PP	100 PC Pack	
02	Aerosol	ACI Insect Spray, Net Wt. 475 ml	PC	
03	Aerosol	ACI Insect Spray, Net Wt. 800 ml	PC	
04	Air Freshener	Ahsan (300ml) Made in UAE	PC	
05	Air Freshener	Fay (300ml)	PC	
06	Air Freshener	Godrej (300ml)	PC	
07	Air Freshener	Angelic (300ml)	PC	
08	Anti-Cutter	Anti-Cutter of wide blade, Body Length: 17cm, Blade Size: 100mm×18mm×0.5mm, NON-SLIP Elastomer Grip, Automatic Lock	PC	
09	Anti-Cutter	Delli anti cutter with 01 extra blade	PC	
10	Anti-Cutter (2 Extra Blades)	SDI No.0404 Metal Track	PC	
11	Bucket	Plastic Bucket (10-liter RFL)	PC	
12	Bucket	Plastic Bucket (20-liter RFL)	PC	
13	Ball Pen	Fresh Spark	PC	
14	Ball Pen	Matador Pin Point/ Orbit/Hi-School	PC	
15	Matador i-teen	Matador (Water Gel)	PC	
16	Matador i-teen	Matador (Oil Gel)	PC	
17	Basket Plastic- Local	RFL Paddle Bin, 10 ltr.	PC	
18	Battery (AA)-Calling Bell	Sony (Made in Japan)	Pair	
19	Battery (AAA)-AC, TV Remote	Sony (Made in Japan)	Pair	
20	Battery Remote & Calling Bell	GP Super (Alkaline Battery 23A 12V)	PC	
21	Battery CR 2032	Maxell, Lithium Battery (Made in Japan)	PC	
22	Binder Clips 3/4"	Diamond Brand Made in China /Equivalent	Dozen	
23	Binder Clips 1"	Diamond Brand Made in China /Equivalent	Dozen	
24	Binder Clips 1-1/2"	Diamond Brand Made in China /Equivalent	Dozen	
25	Binder Clips 1-1/4"	Diamond Brand Made in China /Equivalent	Dozen	
26	Binder Clips 2"	Diamond Brand Made in China /Equivalent	Dozen	
27	Binding Rope	Local (Big Size)	Bundle	
28	Binding Tape (Packing Tape)	Size: 2" inch	PC	
29	Box File	Letter File (Paper)	PC	
30	Bleaching Powder	Branded 0.5 kg per pack	Kg.	
31	Business Card Holder (Standard)	Color: Black Storage Quantity: 300 Cards Material: Artificial Leather	PC	
32	Calculator	City Plus-12 Digit, Chaina, Original, CT-7S, QC Passed. /Equivalent	PC	
33	Car Duster	Multicolor Magic Mini Cleaning Duster Dust Cleaner Long Handle Static China Microfiber Magic Anti-Static Cleaning Feather Duster	PC	
34	Car Shampoo	Alex Car Shampoo & Wax (500ml)	PC	
35	Carbon Paper	China carbon 100pcs pack	Pack	
36	Clip Board	Size: Legal & Good Luck, Plastic Hard Board	PC	
37	Compatible Disk	Disk Type DVD-RW Capacity Range (Data) 700 MB Minimum Recording Speed 12x Rewritable up to 1,000 times Read compatible with multi-read CD and DVD drives. Pack Quantity 10 PC Brand: Verbatim/YDD	10 Pcs Pack	
38	Correction Pen	Uni Correction Pen (Made in Japan) Multi-purpose /101.1. Trichloroethane Free	PC	
39	Deli Tape Dispenser	Brand: Deli, Tape width: 18mm,	PC	
40	Dettol/Savlon (Liquid - 1 liter)	Dettol/Savlon	PC	
41	Door Bell/Calling bell	Local / China	Set	
42	Dry Mop	Floor Cleaning Dust Mop (High Quality)	PC	

SI NO	Item Name	Detailed Description/Brand	Unit	Unit Rate (in BDT) (including VAT & Tax)
43	Money Sponge	Deli Brand (Ball type)	PC	
44	Dust Box/Basket (Iron)	Iron Net Classical Trash Can	PC	
45	Duster	High Quality Cloth (Local)	PC	
46	Eraser	Faber Castell /Equivalent	PC	
47	File - Court File	Local	PC	
48	File - File Divider/Pocket File - Plastic - 8 divisions	Local	PC	
49	File - Report Cover - Flier - A4 size -	Local	PC	
50	File - Report Cover - Flier - Legal size	Local	PC	
51	Floor Cleaner	Rock (1000ml)	PC	
52	Floor Mat (Net)	Kitchen Floor Mat (Net). Color: Blue (4 feet width)	Feet	
53	Ful-jharu	Local	PC	
54	Glass Cleaner (Pump)	Mr Brasso 350ml	PC	
55	Glass Cleaner (refill)	Mr Brasso 350ml	PC	
56	Glue Stick	Deli (Made in China)	PC	
57	Hand Sanitizer	500ml Vitacare	PC	
58	Hand Sanitizer	250ml Vitacare		
59	Harpic 750 ml	Harpic	PC	
60	High Lighter (All Color)	Faber Castell /Equivalent	PC	
61	James Clip (Plastic)	"Square" Triangle Clips (China) /Equivalent	Box	
62	James Clip (Plastic)	"Square" (100 PC Made in China) /Equivalent	Box	
63	Kitchen Hand gloves	Medium	PC	
64	Kitchen Towel Tissue	Gsm: 25; Weight: 228 mm x 225 mm (Basundhara/ Partex/ Fresh)	PC	
65	Legal Sheet- protector (11 Holes)	Clear Transparent, recyclable material PP	100 PC pack	
66	Liquid Hand Wash	ACI (Ocean blue 170ml (refill)	PC	
67	Liquid Hand Wash (Pump)	Savlon (200ml) Ocean blue	PC	
68	Liquid Hand Wash (refill)	ACI savlon Hand wash Ocean Blue (5ltr)	Jar	
69	LISTERINE COOL MINT Antiseptic Mouthwash	LISTERINE COOL MINT Antiseptic Mouthwash 500ml	PC	
70	Magazine File (Paper)	Local	PC	
71	Magazine File (Plastic)	Local	PC	
72	Majuni (Brush)	Local	PC	
73	Management /Report/Business Files/	Local	PC	
74	Marker Pen White Board-737	Red Leaf (Made in Japan) /Equivalent	PC	
75	Marker Pen permanent-707	Red Leaf (Made in Japan) /Equivalent	PC	
76	Mop Brush	Floor cleaning mop brush PVA Extendable Mop Roller Sponge Foam Rubber Mop Floor Super Cleaner	PC	
77	Mop Cotton	Wet Mop Cotton Refill (Chaina)	PC	
78	Mop with still stand	Made in China	PC	
79	Multi Plug	Brand: many MTS-158, 6 feature, 3M line with 05 outputs.	PC	
80	Notice Board Pin, Size: Standard	Size: Standard	Box	
81	Odonil Powerpack	Godrej Aer	PC	
82	Odonil/ Wizard	Local	PC	
83	Packaging tape dispenser machine	Content includes a soft cover ring binder with 4-rings mechanism 20 transparent PVC pockets for 400/600/1000 business cards up to size 55 X 90mm, A to Z index	PC	
84	Pen Holder	Matal Steel Pen Stand - Black color	PC	
85	Pencil 2B	Local	PC	
86	Pencil Sharpener (Small)	Local	PC	
87	Pilot Pen	Hi-tecpoint V5 Grip	Pc	

SI NO	Item Name	Detailed Description/Brand	Unit	Unit Rate (in BDT) (including VAT & Tax)
87	Pilot Pen	Hi-tecpoint V5 Grip	Pc	
88	Pilot Pen	Hi-tecpoint V7 Grip	Pc	
89	Pilot Pen	Hi-tecpoint V10 Grip	Pc	
90	Pin Remover	Kangaro SR-300 Heavy Duty Staple Pin Remover /Equivalent	PC	
91	Plastic Folder / File	Clear Plastic A4 Size	PC	
92	Plastic Mug	RfL best quality	PC	
93	Plastic Ring File 2"	Local	PC	
94	Plastic Ring File 3"	Local	PC	
95	Punch file (Plastic)	Local	PC	
96	Punch Machine	Kangaroo (No. 600), 0 sheet punching capacity /Equivalent	PC	
97	Punch Machine	Kangaro Heavy Duty Punch HDP-2150, 2 Hole Punch /Equivalent	PC	
98	Kacha Register Book	Size, 8" X12.5"	PC	
99	Rubber Band	Local High Quality	KG	
100	Scale/ Ruler 12"	Stainless steel (made in China)	PC	
101	Scotch Tape	Size: 2" & 50 yard, Transparent (Scotia)	PC	
102	Scotch Tape	Size: 1/2" & 30 Yard mini tape	PC	
103	Scissor	Medium (7") Stainless steel thicker blade	PC	
104	Scissor	Medium (Deli Size 8.25"/8") Stainless steel thicker blade	Pc	
105	Slip Pad Different Color	Local	PC	
106	Slip Pad Holder	Product Type: Slip Paper Box, Material: Plastic (Attractive Design) Size: Standard Color: Water Color	PC	
107	Stamp Pad - Violet	Brand: Artline	PC	
108	Stamp pad ink (red/blue/black)	Shine 28ml 1 oz (Made in Taiwan)	PC	
109	Stamp pad ink (red/blue/black)	Horse (without oil, Made in Thailand)	PC	
110	Stamp pad ink (red/blue/black)	Horse (with oil, Made in Thailand)	Pc	
111	Staple Pin Remover	Deli/Kangaro with Lock SR-45T	PC	
112	Stapler (24/6)	Kangaroo (NO-384556), DS-45N, /Equivalent	PC	
113	Stapler (24mm)	Kangaro HD- 23 S24 /Equivalent	PC	
114	Stapler Machine	Kangaro HP-45	Pc	
115	Staples Pin (23/10-H)	Kangaroo 1000 Staples /Equivalent	Box	
116	Staples Pin (23/13-H)	Kangaroo 1000 Staples /Equivalent	Box	
117	Staples Pin (23/20-H)	Kangaroo 1000 Staples (10X100) /Equivalent	Box	
118	Staples Pin (23/24-H)	Kangaroo 1000 Staples /Equivalent	Box	
119	Staples Pin (24/6)	Kangaroo, Size: 24/6 /Equivalent	Box	
120	Stick Pad / Note Pad	3"X3", 5 color, 5 parts, 100 sheets	PC	
121	Sticky Note	Xingli (Big) /Equivalent	PC	
122	Sticky Note	Xingli (Small) /Equivalent	PC	
123	Super Glue	3 gm	PC	
124	Surf Excel	surf excel 250ml	PC	
125	VIM - Poly pack	vim 250 ml	PC	
119	VIM Liquid Bottle	vim 500 ml	PC	
120	Vim Powder	Vim Dishwashing Powder (500gm)	Pack	
121	Vixol	Vixol Bathroom Cleaner Pink - 900 ml	PC	
122	Waste Basket	Paddle Bin, Plastic & Round Shape.	PC	
123	Wheel Powder	Wheel (500gm)	PC	
124	White Board Duster	Local	PC	
125	Auto Air Freshener	Automatic Timing Aerosol Dispenser, Dimension: L85* W82* H238mm, Wall mount or stand on table, Including Battery and remote (battery).	PC	
126	Air Freshener Refill	Brand: Pure Aroma/Draco, 180 ml	PC	