



Community Bank Bangladesh PLC.

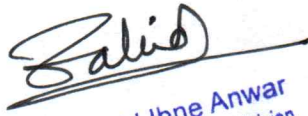
General Services Division

(Head Office, Police Plaza Concord, Level 12, Tower 2, plot 2, Road 144, Gulshan-1, Dhaka 1212)

NOTICE FOR ENLISTMENT

Community Bank Bangladesh PLC. invites applications from bonafide Companies/Firms/Suppliers/Manufacturers/Contractors/Consultants/Printers/Vehicle Workshops/Servicing & Maintenance Firms, etc. for New Enlistment for the next 02 (two) years under various categories. Interested applicants may collect the "Enlistment Schedule" from the General Services Division (GSD), Head Office, upon payment of a non-refundable fee of Tk. 1,000/- (Taka One Thousand Only) through a Payment Order in favor of "Community Bank Bangladesh PLC." The Enlistment Schedule may be collected on working days from 10:00 A.M. to 5:00 P.M. up to October 31, 2026. Organizations that have previously collected the enlistment form but have not received any confirmation yet from the Bank are not required to purchase a new enlistment form and may submit an updated Company Profile only. The Notice and detailed information are also available on the Bank's website at www.communitybankbd.com/tender/ or scan the QR Code for information and reference.

Head of General Services Division
Head Office, Community Bank Bangladesh PLC.



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

Community Bank Bangladesh PLC

General Services Division

(Head Office, Police Plaza Concord, Level 12, Tower 2, plot 2, Road 144, Gulshan-1, Dhaka 1212)

NOTICE FOR ENLISTMENT

Community Bank Bangladesh PLC. invites applications from bona fide Companies, Firms, Suppliers, Manufacturers, Contractors, Consultants, Printers, Vehicle Workshops, Servicing & Maintenance Firms, and other eligible organizations for new enlistment with the Bank for a period of 02 (two) years, i.e., 2027–2028, under various categories.

Organizations having their own office, showroom, factory, press, or other relevant business premises may apply for enlistment. Interested organizations are required to collect the “Enlistment Schedule” directly from the General Services Division (GSD), Head Office, Community Bank Bangladesh PLC., Police Plaza Concord, Level 12, Tower 2, Plot No. 2, Road No. 144, Gulshan-1, Dhaka-1212.

The Enlistment Form and relevant information are also available on the Bank’s website at <https://www.communitybankbd.com/tender/> for information and reference. Applicants are required to complete and submit the enlistment application in accordance with the instructions, terms, and conditions specified in the “Enlistment Form.”

Important Notice

The vendors/organizations who have previously collected the enlistment form but have not yet received any confirmation from the Bank are not required to purchase a new enlistment form for the same category. However, organizations that have collected the enlistment form previously, may submit their up-to-date “Company Profile” including Trade License, TIN Certificate, BIN Certificate, Tax Acknowledgement Certificate, and other relevant documents as required by the Bank for record and verification purposes.

Submission of Enlistment Application

1. The completed enlistment application, along with all required supporting documents, must be submitted in the “GSD Enlistment Box” at the Head Office by 4:00 P.M. on November 01, 2026. Applications submitted after the stipulated deadline will not be considered.
2. The Enlistment Form may be collected from the General Services Division (GSD), Head Office, upon payment of a non-refundable fee of Tk. 1,000.00 (Taka One Thousand Only) through a Payment Order issued in favor of “Community Bank Bangladesh PLC.” The form may be collected on working days between 10:00 A.M. and 5:00 P.M. up to October 31, 2026.

Community Bank Bangladesh PLC. reserves the right to **accept or reject any or all enlistment applications, in whole or in part, without assigning any reason whatsoever.** The decision of the Bank in this regard shall be final and binding upon the applicants.

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



Category of Enlistment:

CATEGORY NO	CATEGORY TITLE	Contents
1.	IT Hardware Products	• Server, Storage, SAN & Standard Server Rack • Solution or Security Appliances, HSM, Security Token • Personal Computer, Laptop, Tablet • IP Phone, Printer, Scanner, Monitor, Wifi
2.	Software Solutions, Database and other Licenses	• Enterprise Software Solution • Database Software • Operating System • Meeting Tools or Software • Software Development, Customization, Integration cost • Software License, Subscription, Annual Technical Support (ATS), Annual Maintenance Contract (AMC) • Oracle Database, Safenet HSM, ICT & Software Solutions (HR software, Inventory software etc.)
3.	Cybersecurity Products and other Security Subscriptions	• Enterprise Network Solution, Software Driven Network (SDN) • Router & Switch • License, Subscription, Annual Maintenance Contract (AMC) • Security Software
4.	Data Center, Network Passive Products and UPS	• Datacenter Solution • Heating Ventilation Air Cooling (HVAC) • Datacenter Power • Datacenter Passive Products • License, Subscription, Annual Maintenance Contract (AMC) • Data Connectivity • Internet Connectivity
5.	Cloud Computing	IaaS, SaaS, BaaS, Colocation and all cloud Service.
6.	ADC Technology	ATM, CRM, POS, ATM Consumable Items, Card Plastic and Other ADC products and repairing
7.	IT enabled services	SMS, SMTP, IPTSP, Short Code, Long Code and others, Internet, Data connectivity, Wifi Solution and others
8.	Surveillance System	Intruder Alarm System, Fire Alarm, Fire Protection & Extinguishers system, Burglary Alarm, NVR & IP Camera based CCTV system, Access Control.
9.	IT Consumable Items	Toner (Photocopier & Printer), Mouse, Keyboard, Power Supply, Patch Cord, Power Cord, HDD, SSD, RAM, Pen Drive, Laptop Battery, CMOS battery, Sound System, Microphone, Wifi, CD/DVD etc.
10.	IT Repair/Maintenance	IT Repair & maintenance of PC, Laptop, Display, IP Phone, Scanner, Printer, Projector, UPS, POS, ATM, CRM and others
11. A	Power and Electrical	UPS, UPS Battery, Grounding installation, Repair & maintenance, Electrical Accessories, Cable
11. B	Power and Electrical	Generator, Electrical Wiring, Grounding installation, Earthing, repair & maintenance, Electrical Accessories, Power Cable, DB. etc
12.	Heavy Machinery Items	Sub-Station, Solar Panel, PFI, Transformer etc.
13.	Office Equipment	Photocopier, Note Counting Machine, Note Binding Machine & Tape, Paper Shredder, etc.

CATEGORY NO	CATEGORY TITLE	Contents
14.	Electrical & Electronics Items	AC, Refrigerator, Microwave Oven, Television, Projectors etc.
15.	Steel Furniture & Fixture Items	Steel Furniture (Chab & Grill door, Cash Vault, Safe Deposit Locker, Almirah, File Cabinet, Adjustable Rack, Cash Box/Drawer, etc.)
16.	Wooden Furniture & Fixture Items	Wooden Furniture (Table, Chair, Sofa, Mobile Drawer, Center Table, etc.)
17.	Tea Bar Items	Tea, Coffee, Coffee Mate, Milk Powder, Potable water, Sugar, Drinking Water Jar etc.
18.	Consumable Items	Printing Paper (A4, Legal) etc., POS Thermal Paper, Tissues (Facial, Towel, Napkin, toilet) etc.
19.	Office Stationery and Cleaning Items	Box files, anti-cutter, punch machine, binder clips, Ball pen, Stapler, Hand Sanitizer, Hand wash, Air freshener, Auto Seal, ID Card, Aerosol etc.
20.	Security Printing Items Firms	Security Printing (Check books, FDR block etc.)
21.	Printing Firm/Press	Office File Printing; and Document printing: (Forms, registered, Diary, Calendar, documents, etc.)
22.	Courier Service	Inland & International courier service
23.	Interior/ Exterior Construction and Decoration	Civil, finishing, electrical, sanitary etc. for set up of new ATM booth, Collection Booths, Sub-Branch, Branch, Head Office as well as shifting, renovation (on a greater scale) of the said projects and likewise
24.	Interior Designer and Consultant	Assessment, designing, planning and supervision for implementation of set up of new/ shifting/renovation of Bank's Branch/Sub-Branch, Branch, Head Office etc., Existing Electrical Wiring assessment, Load testing of existing set up with respect to the allowable limit of an existing building.
25.	Signage & Branding	New Signboard, Bill board, Digital printing & Merchandising, as well as repair and maintenance of the same etc.
26.	Repair & Maintenance (Motor vehicle)	Vehicle maintenance, Spare parts, Washing, etc.
27.	Repair & Maintenance (interior & premises)	Civil, finishing, electrical, sanitary repair, renovation and maintenance
28.	Repair & Maintenance (machinery and office equipment)	AC, Refrigerator, Generator, Photocopier, Note Counting etc. repair and maintenance
29.	Facility Management	Deployment of Cleaners, Messengers, Tea Boy etc. as well as Office Executive at Bank's premises (Branch, Sub-Branch, Head Office) anywhere in Bangladesh
30.	Security Guard and Gunman	Deployment of Security Guards, Gunman at Bank's premises (Branch, Sub-Branch, Head Office, ATM booths, Collection Booths etc.) anywhere in Bangladesh
31.	Event & Activation	Event Management Firm, PR Agency, Publication, TV Boosting, Activation Agency, Videographer & Photographer, LED Panels, Event Sound & Lights Vendor, 3D Projection Mapping Firms
32.	Marketing Communications	Documentary Maker, Audio-Visual & Content Developer, Animator, etc.

CATEGORY NO	CATEGORY TITLE	Contents
33.	Promotional & Merchandising Items	Permanent / Semi-permanent / Temporary Merchandising Material, Promotional and Gift Item Suppliers
34.	Research Firms	Qualitative, Quantitative, Service Quality Researchers
35.	Digital Marketing	Digital media, including social media, search engines, email, content creation and online advertising
36.	Media & PR	Media outreach and developing publicity campaigns that help communicate Bank's message
37.	Transportation	Transport and Vehicle Rental Company (RENT A CAR)
38.	House Appliance	Ketley, Water Purifier etc.
39.	Cash Carrying and Cash Replenishment and Allied Services	For regular as well as on call basis and FLM (First Level Maintenance)
40.	Data Archiving and Preservation	Document/ file preservation of the Bank at vendor's warehouse (likewise) as per requirement of the Bank
41.	HR Consulting Firms	HR management services including payroll, recruiting agency/ job portal, and HR systems management, benefits administration, and staff-related problem-solving, Employee Document verification etc.
42.	Day Care Center	Early children development
43.	VAT & Tax Consultancy Firm, PF & GF Audit Firm	Support in the process of conducting TAX & VAT related all services and regulatory compliance
44.	Actuarial Consultancy Firm	To determine the contribution rate, valuation of Plans, assets & liabilities
45.	Catering Service	Arrangement of food service on call basis as well as on continual basis
46.	Stamp Vendor	Judicial & Non-Judicial Stamp, Adhesive, Revenue Stamp Supplier
47.	Insurance	i) Fixed Asset & Fire Insurance ii) Moto Vehicle Insurance iii) Cash In Transit, Cash In Safe, Cash On Counter
48.	Cleaning Service	Pest Control, Deep cleaning service etc.
49.	Pot plant	Supply of Indoor and Outdoor Plants in Pots for Office Decoration.
50.	Auction Materials	Sell/Disposal of both Capex & Opex Items.
51.	Logistics	Hotels/Restaurant, Food & Drinking Water supplier, Travel Agent, Rent-A-Car, Fuel (Octane, CNG & Diesel), Pest Control, Crockerries items, Decorator etc.
52.	Miscellaneous	Livery & Uniforms. and the other kinds of services which does not fall any of the other categories

Required up-to-date Documents:

The organization shall submit the application on the company letter head with all necessary documents as described hereunder,

- A brief overview of the company, portfolio or complete profile.
- List of authorized persons of the company who will be contacted for subsequent correspondences by the Bank for the clarifications on the submitted application of enlistment and/or issues of procurement after being enlisted.
- E-TIN, BIN (13 Digit) Certificate, Updated Trade License, Tax Acknowledgement Certificate.
- Details of experience with reputed organization (Bank, MNC, Group of Company) in the respective category of work.
- Performance Certificate from at least two large reputed organization (if available).
- Copy of maximum Value of single work order in the respective category of work (if available).
- Bank Solvency Certificate along with last 3-months Bank Statement
- Certificate of incorporation of Business (Public & Private Ltd. Company).
- Necessary certificate requires for business from related government authority.
- ABC License supervisory/ contractor or Electrical Supervisor/ contractor (PWD enlisted) for relevant category vendors
- *Related important documents other than above for respective category.*

Checklist (based on company type)

Proprietorship Concern	02 (two) copies of recent passport size photograph of Proprietor
	Recently issued Bank Solvency Certificate.
	Valid Trade License
	Up To Date VAT Registration Certificate & 13 digit BIN (if applicable)
	E-TIN Certificate & up to date Income Tax Clearance Certificate
	List of manpower/ equipment/Machinery and/or related facility (where applicable)
Partnership Concern	Partnership deeds and 02 (two) copies of recent passport size photograph of all the Partners
	Recently issued Bank Solvency Certificate.
	Valid Trade License
	Up To Date VAT Registration Certificate & 13 digit BIN (if applicable)
	E-TIN Certificate & up to date Income Tax Clearance Certificate
	List of manpower/ equipment/Machinery and/or related facility (where applicable)
Private Limited Company	02 (two) copies of recent passport size photograph of Managing Director
	Certified Copy of Memorandum and Articles of Association
	Certificate of Incorporation
	List of Directors as per Return of Joint Stock Company with Signature
	Recently issued Bank Solvency Certificate.
	Valid Trade License
	Up To Date VAT Registration Certificate & 13 digit BIN (if applicable)
	E-TIN Certificate & up to date Income Tax Clearance Certificate
Public Limited Company	List of manpower/ equipment/Machinery and/or related facility (where applicable)
	02 (two) copies of recent passport size photograph of Managing Director
	Certified Copy of Memorandum and Articles of Association
	Certificate of Incorporation
	Certificate of Commencement of Business
	List of Directors as per Return of Joint Stock Company with Signature
	Recently issued Bank Solvency Certificate.
	Valid Trade License
	Up To Date VAT Registration Certificate & 13 digit BIN (if applicable)
	E-TIN Certificate & up to date Income Tax Clearance Certificate
	List of equipment/Machinery and/or related facility (where applicable)

General Terms & Conditions:

1. Business Profile must include manpower list with academic background, experience, contact no. & business Client List.
2. Application along with all requisite paper/documents to be submitted at the General Services Division, Head Office, Dhaka on or before **November 01, 2026**
3. The enlistment form must be collected from the General Services Division (GSD), Head Office, upon payment of a non-refundable fee of Tk. 1,000.00 (Taka One Thousand Only) through a Payment Order issued in favor of “**Community Bank Bangladesh PLC**”.
4. Final selection will be made by the Bank for **02 (two) years term i.e. January 01, 2027 to December 31, 2028** for each category. The duration may vary slightly depending on final assessment and subsequent approval from the Bank Management.
5. **Enlistment & Renewal Fee:**
 - An **Enlistment/Registration Fee of Tk. 5,000/-** (Taka Five Thousand) only shall be applicable for each category, with the enlistment remaining valid for a period of 02 (Two) years.
 - Upon expiry of the aforesaid period, a **renewal fee of Tk. 2,000/-** (Taka Two Thousand) only shall be payable for each subsequent period of 02 (Two) years until the further enlistment circular. The Enlistment/ Registration Fee and renewal fee shall be non-refundable.
6. A Fixed Amount decided by the Management to be deposited as security money in the form of Payment Order favoring Community Bank Bangladesh PLC. at the time of confirmation of Enlistment (if required).
7. During the validity period the enlistment may be cancelled if the performances of the supplier/ contractor is not found satisfactory.
8. The supplier/ contractor is eligible to apply for enlistment of all the category of items subject to payment of prescribed fees for each category of items.
9. An enlisted supplier/ contractor should have an account with Community Bank Bangladesh PLC. before get any payment.
10. An enlisted supplier/contractor may apply for any change of category. This change may be accepted on the basis of satisfactory performances and subject to deposit of prescribed fees for the desired category.
11. All pages of the enlistment schedule must be signed and sealed by the authorized person of the organization.
12. This original schedule must be submitted duly signed & sealed on each page, properly fulfilled the required particulars by the applicant.
13. Vendors will be selected/ rejected based on a ‘set’ criteria approved by the Bank management. Bank shall be at its sole discretion for enlistment of any vendor
14. Successful enlistment does not necessarily confirm awarding of work order/ engagement of any works. However, the enlisted firms shall be entitled to participate in the bidding process as per Tender Schedule of each project.
15. Vendors who will be enlistment for any of the above category (as mentioned) shall not be eligible to work in another category.
16. Multiple category enlistment is allowed. However, separate form as well as mutually exclusive documentation has to be submitted for Bank’s assessment whether the vendor is eligible for such enlistment.
17. Terms and conditions apply. The Bank reserves the right to accept or reject any application or to cancel the enlistment of any supplier/ contractor at any time without assigning any reason whatsoever.