Community Bank
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Date- October 14, 2026

Tender Reference# CBBL/GSD/RFQ/2026/0079

Tender Title- RFQ (Request for Quotation) for supply of Polymer Coated Note Binding Paper Tape for Community Bank Bangladesh PLC.

Dear Sir,

Quotation (BOQ with Technical Specification attached herewith) is hereby invited RFQ (Request for Quotation) as per Technical Specifications for supply of

- ✓ **Note Binding Paper Tape** (Polymer Coated, Size: 30 mm & 25 mm)

at Community Bank Bangladesh PLC.

You are requested to submit **(HARD COPY)** your offer in a closed envelope as per below specification **within 12.00 P.M. on October 17, 2026 addressing "Chairman, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBL/GSD/RFQ/2026/0079)**

- ✓ **Only relevant vendors are invited to submit their offer**
- ✓ **No advance will be allowed in this regard.**
- ✓ **All price/ rate should be inclusive of delivery Charge, VAT and Tax which will be deducted from source during payment of final bill after satisfactory completion of the works.**
- ✓ **The bidder must submit one (01) sample of Each category of the proposed Note Binding Paper Tape along with the financial quotation. Submission of the sample is mandatory, and any quotation submitted without the required sample may be considered non-responsive.**
- ✓ **A sample presentation is required prior to production to ensure quality standards.**

Other terms, conditions and mode of payment will be as under:

A. Ready stock will be given preference.

B. The Note Binding Paper Tape rolls must be supplied strictly as per the technical specifications, approved sample, and requirements of the Bank. Any deviation in size, paper quality, printing, roll length, core size, or other specifications must be approved by the Bank in writing prior to supply.

C. A physical sample of the proposed Note Binding Paper Tape must be submitted by the bidder for approval prior to bulk production/supply. Bulk supply shall only be made after obtaining approval from the Bank.

D. The Note Binding Paper Tape must be new, unused, high-quality, and free from manufacturing defects, including wrinkles, folds, scratches, uneven edges, discoloration, coating defects, or any other defects affecting ATM operation or print quality.

E. The Note Binding Paper Tape must be compatible with existing machines used by Community Bank Bangladesh PLC and must ensure smooth feeding, printing, cutting, and dispensing without paper jams or operational interruption.

F. The paper roll dimensions, GSM/thickness, core diameter, roll diameter/length, winding direction, and other technical parameters must conform strictly to the approved specification.

G. The supplied Note binding paper tape must have adequate shelf life and maintain its quality during the Bank's normal storage period. The supplier shall ensure proper packaging suitable for protection against excessive heat, moisture, and direct sunlight.

H. The Bank reserves the right to inspect and test the supplied Paper tape at any stage. If any supplied roll is found to be defective, sub-standard, incorrectly printed, incompatible with existing machines, or

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inconsistent with the approved sample/specification, the Bank may reject the entire affected batch or quantity.

I. For any rejected or defective quantity, the supplier shall collect the rejected materials from the Bank's premises at its own cost and replace the same with acceptable-quality materials within 10 (ten) days from the date of notification by the Bank, without any additional cost to the Bank.

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. 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 and performance certificate signed by the Branch Authority.
- 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.

Regards,

Md. Zahid Ibne Anwar
Member Secretary, Purchase Committee
Head of General Services Division

Community Bank Bangladesh PLC
GSD, Head Office, Dhaka

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Request for Quotation for Supplying of Note Binding Paper Tape

SN	Item Name	Specification	Quantity (Roll)	Unit Price	Total Amount Including VAT & TAX
1	**Note Binding Paper Tape 30mm**	Paper Type: Polymer Coated Tape Width: 30 mm Tape Length: 100 M Country of Origin: China	50 Pcs		
2	**Note Binding Paper Tape 25mm**	Paper Type: Polymer Coated Tape Width: 25 mm Tape Length: 100 M Country of Origin: China	50 Pcs		

