

Tender Reference# CBBPLC./GSD/RFQ/2024/0034

Tender Title- **UPC (Unit Price Confirmation) i.e. unit rate as well as Technical Specifications for supply of**  
**A. Digital Copier Machine**  
**B. Note Counting Machine**  
**C. Note Binding Machine**  
**D. Fake Note Detector Machine**  
**at Community Bank Bangladesh PLC., both at Head Office, Branch, Sub Branch etc.**

Dear Sir,

Quotation (BOQ with Technical Assessment Sheet attached herewith) is hereby invited UPC (Unit Price Confirmation) i.e. unit rate as well as Technical Specifications for supply of

- A. Digital Copier Machine**
- B. Note Counting Machine**
- C. Note Binding Machine**
- D. Fake Note Detector Machine**

at Community Bank Bangladesh PLC., both at Head Office, Branch, Sub Branch, ATMs etc.

**Mentionable that based on UPC as well as technical aspect, the said machineries will be immediately be purchased for Head Office, Branch & Sub Branch. On the other hand, UPC shall be valid for next 06 (Six) Months after Bank's confirmation. Any project anywhere in Bangladesh shall be estimated based on Bank's requirement and UPC (Unit Price Confirmation) for the next 06 (six) month.**

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 2.00 P.M. on May 26, 2024** addressing "Chair, Purchase Committee, Community Bank Bangladesh PLC.(Tender Reference# CBBPLC./GSD/RFQ/2024/0034)

- ✓ Only relevant enlisted vendors are invited 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.
- ✓ Retention money will be kept i.e. 10% of the total payable bill will be kept for 01 (one) year (in case, total work order value is above BDT 50,000.00)

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

- a) Ready stock will be given preference.
- b) Price including delivery, installation and commissioning charges at anywhere in Bangladesh.
- c) You will have to provide one-year free service warranty with spare parts.
- d) Delivery Challan duly received by branch is to be submitted along with the bill.
- e) You will have to obtain verbal approval for installation of machine from us prior to install/ delivery of the machine at Branch/ Division.
- f) 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.
- g) 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.

- h) 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.
- i) 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.
- j) 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.
- k) No additional bill/work will be entertained without prior permission of the concerned Division.
- l) The bidder must be regular tax payer.
- m) Price quotation includes carrying cost, labor charge and other charge thereof.
- n) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- o) Considering the Experience, quality and other factors, CBBPLC. is not liable to select the lowest bidder.
- p) Must Submit Trade License, TIN, 13 Digit BIN Copy
- q) 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.
- r) Selected Bidder must ensure to site Installation & Testing on site after sales support for the full warranty period
- s) 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.

***Please, Financial & Technical Offer Must be submitted as per the format attached herewith.***

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

Regards,



(SM Shahin Iqbal)  
Member Secretary, Purchase Committee  
VP & HoGSD



**Category: A**

**Request for Quotation for Supplying & Installation of Digital Copier Machine**

SN	Specifications	Description
1	Brand Name & Model	Please mention
2	Country of Technology	Please mention
3	Country of Assemble	Please mention
4	Print/ Copy Speed	25 or 30 PPM/ CPM (A4 Size)
5	Warranty	Minimum 01-year warranty
6	After Sales Service with spare parts	Please mention
7	Ready Stock	Please mention
8	Delivery Lead Time	Please mention
9	Total per unit Price	Please mention
<b>Consumable Item</b>		
10	Toner Price	Please mention
11	Toner Printing capacity	Please mention
12	OPC Drum @ 1.00 lac copies	Please mention
13	Developer @ 1.00 lac copies	Please mention
14	Cleaning Blade@ 1.00 lac copies	Please mention

**Category: B**

**Request for Quotation for Supplying & Installation of Note Counting Machine**

SN	SPECIFICATIONS		
1.	BRAND	:	Please mention
2.	MODEL	:	Please mention
3.	COUNTRY OF ORIGIN	:	Please mention
4.	COUNTING SPEED	:	Please mention
5.	NOTE SIZE	:	Please mention
6.	FEEDING SYSTEM	:	Please mention
7.	POWER SUPPLY	:	Please mention
8.	TYPE	:	Please mention
9.	NOTE CAPACITY	:	200 NOTES AT ATIME
10.	"ADD" FUNCTION	:	BUILT-IN
11.	CHECK FUNCTION	:	BUILT-IN
12.	BATCH FUNCTION	:	BUILT-IN
13.	FREE MODE	:	BUILT-IN
14.	STAMP MODE	:	BUILT-IN
15.	FAKE NOTE DITECTION	:	BUILT-IN (UV DETECTION) WITH ALARM
16.	DISPLAY SYSTEM	:	MAIN DISPLAY -7/8 DIGIT, DUAL DISPLAY -03 DIGT
17.	COUNTING METHODE	:	Please mention
18.	DIMENTION	:	Please mention
19.	ALARM SYSTEM	:	ALARM ON ERROR COUNTING & FAKE NOTE DETECTION
20.	DOCUMENT THICKNESS	:	SPECIALIZED FOR BANGLADESH CURRENCY
21.	TROLLEY	:	BUILT-IN 4 WHEEL TROLLEY SYSTEM FOR MULTI USERS
22.	COVER	:	Please mention
23.	VOLTAGE STABILIZE	:	Please mention
24.	WEIGHT	:	Please mention
25.	WARRANTY	:	02 (TWO) YEAR INCLUDING SPARE PARTS.



**Category: C**

**Request for Quotation for Supplying & Installation of Note Binding Machine**

SN	Specifications	Description
1	Brand Name & Model	Please mention
2	Country of Technology	Please mention
3	Country of Assemble	Please mention
4	Banding Speed	Please mention
5	Banding Type	Single Banding
6	warranty	Minimum 01-year warranty
7	Paper Type Width	Please mention
8	Tape feeding method	Feeding tape automatically
9	Banding Position	Adjustable
10	Delivery	From ready stock.
11	Note Capacity	100 notes
12	Total per unit Price	Please mention
<b>Consumable Item Note Binding tape</b>		
13	Paper Type	Please mention
14	Tape Width	Please mention
15	Tape Length	Please mention
16	Country of Origin	Please mention
17	Unit Price Taka (Per Roll)	Please mention

**Category: D**

**Request for Quotation for Supplying & Installation of Fake Note Detector Machine**

1.	Scope of Work	Supply & installation of Fake Note Detector Machine for Sir Iqbal Road Sub Branch, Kalibari Road, Khulna
2.	Site Address Concern Person & Contract Number	Detail Address will be supply with purchase order.
3.	Brand Name & Model	Please mention
4.	Speed:	Please mention
5.	Country of Origin	Please mention
6.	Country of Assemble	Please mention
7.	Technology	Please specify
8.	Features	Please specify
9.	Fake Note Detection Method	Please mention
10.	Warranty	Please mention
11.	After Sales Service with spare parts	Please mention
12.	Ready Stock	Please mention
13.	Delivery Lead Time	Please mention