

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 the bonafide Companies/Firms/Suppliers/Manufacturers /Contractors /Consultants/Printers/Vehicle workshops/Serviceing/Maintenance firms etc. For new enlistment and renewal of existing enlistment with the bank for the period of next 02 (two) years on various categories.

The organizations who have their own office, show room, factory and press can apply for the enlistment. Applicant has to collect "Enlistment Schedule direct from GSD, Head Office, Police Plaza Concord, Level 12, Tower 2, Plot 2, Road 144, Gulshan 1, Dhaka 1212. The form shall also be available at Bank's website (<https://www.communitybankbd.com/tender/>) for your perusal. For the enlistment, organizations have to follow the mentioned instructions in the "Enlistment Form".

Besides, those organizations who is already been enlisted in Community Bank Bangladesh PLC. have to complete the above-mentioned procedures for renew of enlistment for the year 2025-2026.

Submission of enlistment application:

1. The application along with all supporting documents has to be submitted in the "GSD Enlistment Box" within December 30, 2024 by 2:00 PM
2. Enlistment form has to be collected from GSD, Head Office, with an Enlistment Form Purchase fee of Tk. 1,000.00 (Taka One Thousand Only) (non- refundable) to be deposited through Payment Order issued in favor of "Community Bank Bangladesh PLC." from any Branches of Community Bank Bangladesh PLC. from 10 A.M. to 3.30 P.M. of working days upto December 29, 2024.

Community Bank Bangladesh PLC. reserves the right to accept or reject any or all enlistment schedule in full or part with or without assigning any reason whatsoever



S M Shahin Iqbal
VP & Head of GSD
Head Office, Community Bank PLC.



COMMUNITY BANK BANGLADESH PLC.

General Services Division,
Head Office
Police Plaza Concord, Tower-02, Level-12,
Gulshan-01, Dhaka-1212, Bangladesh

TITLE- *“Enlistment of new vendors as well as renewal of existing vendors in different category at Community Bank Bangladesh PLC.”*

November-2024

Issued by	Final Date of Submission
Head of General Services Division	December 30, 2024



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INTRODUCTION:

Community Bank Bangladesh PLC. invites applications from the bonafide Companies/Firms/Suppliers/Manufacturers/Contractors/Consultants/Printers/ Vehicle workshops/Servicing/Maintenance firms etc. For new enlistment and renewal of existing enlistment with the bank for the period of next 02 (two) years on various categories.

Abbreviations & Acronyms

CBBPLC.	Community Bank Bangladesh Public Limited Company
ICT	Information and Communication Technology
IT	Information Technology
PR	Public Relations
HR	Human Resources
PF	Provident Fund
GF	Gratuity Fund
SAN	Storage Area Network
HSM	Hardware Security Module
SDN	Software Driven Network
IP	Internet Protocol
Wifi	Wireless Fidelity
POS	Point Of Sale
ATM	Automated Teller Machine
CRM	Cash Recycling Machines
CDM	Cash Deposit Machine
UPS	Uninterruptible Power Supply

Abbreviations & Acronyms (continued)

AMC	Annual Maintenance Contract
HVAC	Heating, Ventilation, and Air Conditioning
NVR	Network Video Recorder
CCTV	Closed-Circuit Television
UV	Ultraviolet
MICR	Magnetic Ink Character Recognition
SMS	Short Message Service
SMTP	Simple Mail Transfer Protocol
IPTSP	Internet Protocol Telephony Service Provider
HDD	Hard Disk Drive
SSD	Solid State Drive
RAM	Random-Access memory
CMOS	Complementary Metal-Oxide-Semiconductor
CD	Compact Disc
DVD	Digital Video Disc
PFI	Power Factor Improvement
FLM	First Level Maintenance
VAT	Value-Added Tax
3D	Three-Dimensional
LED	Light-Emitting Diode
FDR	Fixed Deposit Receipt
PWD	Public Works Department

APPLICATION FORM FOR ENLISTMENT

Chair

Purchase Committee

Community Bank Bangladesh PLC.

Head Office, Dhaka.

Dear Sir,

I/We hereby request you to enlist me/us with your Bank in the name mentioned hereunder. I/We agree to comply with and abide by the Bank's rules in force for the conduct of the enlistment and any amendments thereto and submit herewith. The following relevant information along with required documents/papers for your kind consideration:

1. Name of the Applicant:
(In Capital Letter- Company Name)

2. Name(s) of Proprietor/ Partners/Managing Director of the firm(s) (use separate sheet, if necessary):

Name	Father's /Husband's Name
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.....

3. Present Business Address (with Telephone, Mobile, Fax, E-mail etc.)

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4. Permanent Address (with Telephone, Fax, E-mail etc.)

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5. Factory/Press Address (with Telephone, Mobile, Fax, E-mail etc.)



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6. Details of Dealing Person with Community Bank Bangladesh Limited:

Name Designation

Cell No..... E-mail

7. Type of Business:

8. Product/Service Group of Enlistment:

9. Practical experiences in the related field: year.....Month.....Day

10. Trade License No. Issuing Authority: Date:

11. E-TIN No. Area: Zone:

12. BIN NO. -----

13. VAT Registration No..... Business Category.....

14. Account No. : Name of the Bank:

Branch:

15. **DECLARATION:**

I/We solemnly declare that the statement/information given above is correct. Any wrong statement/information given by me/ us, if detected any time, shall render our application Un-acceptable to the bank.

.....
 Signature with seal
 Proprietor / Managing Partner/ Managing Director



Category of Enlistment:

The organizations who have their own office, show room, factory and press can apply for the enlistment.

CATEGORY NO	CATEGORY TITLE	Contents
1.	IT Hardware Products	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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, 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.

CATEGORY NO	CATEGORY TITLE	Contents
10.	IT Repair/Maintenance	repair & maintenance of PC, Laptop, Display, IP Phone, Scanner, Printer, Projector, UPS, POS, ATM, CRM and others
11.	Power and Electrical	Generator, UPS, UPS Battery, Electrical Wiring, Grounding installation, maintenance and repair
12.	Heavy Machinery Items	Generator, Sub-Station, Solar Panel, PFI, Transformer etc.
13.	Office Equipment	Photocopier, Note Counting Machine, Note Binding Machine & Tape, Paper Shredder, etc.
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, 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

CATEGORY NO	CATEGORY TITLE	Contents
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, 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, 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.
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.	Surveyor/ Valuator	Survey and valuation of goods, Machinery, land & building of borrower as and when required by the Bank and prepare & submit survey/ valuation report supported by all the papers and documents as per survey policy of the Bank
39.	House Appliance	Ketley, Water Purifier etc.

CATEGORY NO	CATEGORY TITLE	Contents
40.	Cash Carrying and Cash Replenishment and Allied Services	For regular as well as on call basis and FLM (First Level Maintenance)
41.	Data Archiving and Preservation	Document/ file preservation of the Bank at vendor's warehouse (likewise) as per requirement of the Bank
42.	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.
43.	Day Care Center	Early children development
44.	VAT & Tax Consultancy Firm, PF & GF Audit Firm	Support in the process of conducting TAX & VAT related all services and regulatory compliance
45.	Actuarial Consultancy Firm	To determine the contribution rate, valuation of Plans, assets & liabilities
46.	Catering Service	Arrangement of food service on call basis as well as on continual basis
47.	Stamp Vendor	Judicial & Non-Judicial Stamp, Adhesive, Revenue Stamp Supplier
48.	Fire Fighting, Detection & Protection	Fire & Smoke Detector with Control Panel, Fire Extinguishers (ABC dry type, Foam type etc.), Fire Balls etc., Fire Fighting equipment etc.
49.	Insurance	i) Fixed Asset & Fire Insurance ii) Moto Vehicle Insurance iii) Cash In Transit, Cash In Safe, Cash On Counter
50.	Cleaning Service	Pest Control, Deep cleaning service etc.
51.	Miscellaneous	Pot plant, Auto Seal, livery etc. 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.
- 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.
- 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.
- Copy of maximum Value of single work order in the respective category of work.
- Bank Solvency Certificate along with last 3-months Bank Statement
- Certificate of incorporation of Business (Public & Private Ltd. Company).
- 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
Public Limited Company	▪ 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)
	▪ 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 including 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 **December 30, 2024**
3. Enlistment form has to be collected from GSD, Head Office, with an Enlistment Form Purchase fee of **Tk. 1,000.00 (Taka One Thousand Only) (non- refundable) to be deposited through Payment Order issued in favor of “Community Bank Bangladesh PLC.” from any Branches of Community Bank Bangladesh PLC. from 10 A.M. to 3.30 P.M. of working days upto December 29, 2024.**
4. Final selection will be made by the Bank for **02 (two) years term i.e. February 01, 2025 to January 31, 2027** for each category. The duration may vary slightly depending on final assessment and subsequent approval from the Bank Management.
5. The validity of enlistment will be renewed automatically for further 01 (one) year based on satisfactory performance during the enlistment period.
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 confirms 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 other 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.



S.M. Shahin Iqbal
VP & HoGSD

