

Date: January 05, 2025

Tender Reference# CBBL/GSD/RFQ/2025/0002

Tender Title- RFQ (Request for Quotation) and UPC (Unit Price Confirmation) for 06 months' supply of "Diary" for Community Bank Bangladesh PLC.

Dear Sir,

Quotation (BOQ attached herewith) is hereby invited UPC (Unit Price Confirmation) i.e. unit rate for supply of

i) Diary

at Community Bank Bangladesh PLC.

Only relevant vendors are invited to submit their offer.

Mentionable that based on UPC as well as specifications the said item will be purchased for Head Office, branch, sub branch etc. On the other hand, UPC shall be valid for next 06 (six) months after Bank's confirmation. Bank has the right to purchase the said items for the next 06 (six) months on approved UPC (Unit Price Confirmation).

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 2.00 P.M. on January 8, 2025** addressing "**Chair, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBL/GSD/RFQ/2025/0002)**"

- ✓ **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.**

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

- a) The product must be supplied as per specification mentioned in quotation. If any change, bidder will have to consult with the General Services Division, Head Office of the Bank.
- b) The bidder shall have to submit the price in the letter head pad including VAT & Tax where the tax rate should have mentioned.
- c) Delivery Place is community bank Bangladesh PLC. Head office.
- d) Delivery Challan have to be duly received by relevant cost center (Head office, Branch, Sub-Branch, ATMs etc.) and submitted to be along with the bill.
- e) 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.
- f) 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.
- g) In case of deviation from the quality and specification and/or delay in bidder, bank reserves full right to reject the materials and cancel the work order without showing any reason.
- h) In case of any deficiency in the delivered product, bidder's will have to make necessary rectification the same immediately at Supplier own cost on receipt of complain.
- i) The bidder must be regular tax payer.
- j) Financial offer should be valid for Minimum 06 (six) months



- k) Price quotation includes carrying cost, labor charge and other charge thereof.
- l) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- m) Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
- n) Must Submit Trade License, TIN, 13 Digit BIN Copy
- o) 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.
- p) 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 all 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 Ltd. 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,



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



Bill of Quantities (BOQ) for Diary Package-1

1. Cover

Material	Premium PU Leather
Brand Logo	Embossed/Gold Foiled/ Engrave
Color	Navy Blue (customizable as per request)
Size	8-inch X 5.5 inch
Spot Lamination	Yes (Matte finish for durability)
Binding	As per Sample
Cutting	Die Cutting

2. Inner Pages

First 4 Page	Art Paper 150 GSM 4 color print
Number of Pages	100 pages with One Color Print
Page Color	Off White with One Color Logo
Inner Information	Ruled with light grey printing, header space for date or notes
GSM (Grams per Square Meter)	80 GSM high-quality paper
Binding	As per Sample
Cutting	Die Cutting

3. Outer Box

Color	As per Sample
Size	Custom-fit to diary dimensions
Material	300 GSM Swedish Board Matte Finishing

Additional Notes

MOQ (Minimum Order Quantity): 2000 Units
Delivery Timeline: 15 Calendar Days from approval of design
<i>Above Specification May undergo some changes or amendments based on our requirement or guideline from Marketing and Corporate Affairs Division.</i>



Bill of Quantities (BOQ) for Diary Package-2

1. Cover

Material	Premium PU Leather
Brand Logo	Embossed/Gold Foiled/Engrave
Color	As per Sample
Size	8.5-inch X 5.75 inch
Spot Lamination	Yes (Matte finish for durability)
Binding	As per Sample
Cutting	Die Cutting

2. Inner Pages

First 4 Page	Art Paper 150 GSM 4 color print
Number of Pages	100 pages with One Color Print
Page Color	Off White with One Color Logo
Inner Information	Ruled with light grey printing, header space for date or notes
GSM (Grams per Square Meter)	80 GSM high-quality paper
Binding	As per Sample
Cutting	Die Cutting

3. Outer Box

Color	As per Sample
Size	Custom-fit to diary dimensions
Material	300 GSM Swedish Board Matte Finishing

Additional Notes

MOQ (Minimum Order Quantity): 1000 Units
Delivery Timeline: 15 Calendar Days from approval of design
<i>Above Specification May undergo some changes or amendments based on our requirement or guideline from Marketing and Corporate Affairs Division.</i>

