

Date- January 09, 2025

Tender Reference# CBBL/GSD/RFQ/2025/0006

Tender Title- **“RFQ (Request for Quotation) and UPC (Unit Price Confirmation) for supply of “Branding Items” for Community Bank Bangladesh PLC.**

Dear Sir,

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

**i) Branding Items**

at Community Bank Bangladesh PLC. Head Office.

**Mentionable that UPC shall be valid for next 06 (six) months after Bank's 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 16, 2025** addressing **“Chair, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBL/GSD/RFQ/2025/0006)**

- ✓ Only relevant Enlisted vendors are invited to submit their offer
- ✓ Vendors whose scope of works does not match with the said job need not 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.

**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, Supplier 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 supply, 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, supplier 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, CBBPLC. 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. The management also reserves the right to increase/ decrease the scheduled quantities, stop implementation of any or all items work, give additional explanations, correcting specifications, etc.
- 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.
- Price includes delivery, installation including all installation materials and commissioning charges.
- 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.

i)	Advance	No advance
ii)	On Delivery	Not applicable
iii)	Partial delivery & Partial payment	Allowable
iv)	After Completion of Jobs	✓

**Vendors whose scope of works does not match with the said job need not to submit their offer.  
Please, Financial Must be submitted as per the format attached herewith.**

Regards,



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



### Financial Offer Format

SN	Item	Description	sft/pcs	Unit Price (Including VAT & TAX)
1	Back lit profile light box-Premium	Aluminum Hensch profile light box, Panaflex : 18 oz / 510gsm, Reverse print) LED 4' Tube Light (20W, Transtec/equivalent), Cable (BRB/equivalent) Back Sheet : 30 gage gp sheet & Surrounding 1" SS Chanel, MS angle with installation	sft	
2	Back lit profile light box-Standard	Aluminum Hensch profile light box, Panaflex: 18 oz / 510gsm, Reverse print) LED 4' Tube Light (20W, Transtec/equivalent), Cable (BRB/equivalent) Back Sheet: 30 gage gp sheet, MS angle with installation	sft	
3	Back lit profile light box-Premium (Both Side)	Aluminum Hensch profile light box, Panaflex: 18 oz / 510gsm, Reverse print) LED 4' Tube Light (20W, Transtec/equivalent), Cable (BRB/equivalent) 1" SS Chanel, MS Ladder Angle with installation	sft	
4	Back lit profile light box-Standard (Both Side)	Aluminum Hensch profile light box, Panaflex: 18 oz / 510gsm, Reverse print) LED 4' Tube Light (20W, Transtec/equivalent), Cable (BRB/equivalent) MS Ladder Angle with installation	sft	
5	Non-Lit Identifier/Signboard	1.5"x1.5" MS Angle, 22 Gaze MS Sheet, Enamel paint, Digital print on reflective vinyl (honeycomb) Both side display.	sft	
		Angle: MS Ladder Angle	rft	
6	Pole for Light Box (Ms Pipe)	4" Dia with Blue/Gray color enamel paint	rft	
7	Pole for Light Box (Ms Pipe)	3" Dia with Blue/Gray color enamel paint	rft	
8	Pole for Light Box (Ms Pipe)	2.5" Dia with Blue/Gray color enamel paint	rft	
9	Pole for Light Box (SS Pipe)	3" Dia SS Pipe	rft	
10	Pole for Light Box (SS Pipe)	2.5" Dia SS Pipe	rft	
11	Concrete Casting	Per pole 1.5-2 ft deep hole, Concrete casting (Brick chips, Cement, Sand etc)	pcs	
12	Nonlit iron framing sign board	1" x 1" Square box pipe, Back side black pvc with installation	sft	
13	Stretch/Elastic Cloth Media Backlit Signboard	Material: China Aluminum Hensch profile Print Material: Backlit Stretch Cloth Media Print : UV print On Media, Light: China Bar Module light, Cable (BRB/equivalent) Back PVC : 5mm PVC Sheet with installation	sft	
14	ACP-Acrylic-LED Signage- Offcut letter Back lit	ACP-Acrylic-LED Signage- Offcut letter Back lit Offcut Letter Cutting LED Strip/LED Light in Side Boxbar for Structure, Adapter, BRB cable wire, Back side 5mm pvc, Laser & Router cutting with Installation	sft	
15	ACP-Acrylic-LED Signage- 3D high letter Back lit	ACP-Acrylic-LED Signage- 3D high letter Back lit ( 3D High Letter Cutting LED Strip/LED Light in Side Boxbar for Structure, Adapter, BRB cable wire, Back side 5mm pvc, Laser & Router cutting with Installation ( 3D high letter by Acrylic sheet)	sft	
16	ACP-Acrylic-LED-SS Signage- 3D high letter Back lit	Acrylic-LED -SS Signage- 3D high letter Back lit ( 3D High Letter Cutting LED Strip/LED Light in Side Boxbar for Structure, Adapter, BRB cable wire, Back side 5mm pvc, Laser & Router cutting with Installation ( 3D high letter by SS sheet)	sft	
17	SS-Acrylic-LED- Signage- 3D high/Offcut letter round able Back lit One side display sign	SS-ACP-Acrylic-LED- Signage- 3D high letter Back lit ( 3d high /offcut Letter Cutting LED Strip/LED Light in Side Boxbar for Structure, Adapter, BRB cable wire, Back side 5mm pvc, Laser & Router cutting with Installation ( 3D high letter by SS sheet)	sft	
18	SS-Acrylic-LED- Signage- 3D high/Offcut letter round able Back lit both side display sign	SS-ACP-Acrylic-LED- Signage- 3D high letter Back lit ( 3d high /offcut Letter Cutting LED Strip/LED Light in Side Boxbar for Structure, Adapter, BRB cable wire, Back side 5mm pvc, Laser & Router cutting with Installation ( 3D high letter by SS sheet)	sft	
19	SS-Acrylic-LED- UV Ambush Print Signage- round able	SS-ACP-Acrylic-LED- -UV Ambush Print Signage- LED Strip/LED Light in Side Boxbar for Structure, Adapter, BRB cable wire, Back side 5mm pvc, Laser & Router cutting with Installation.	sft	



SN	Item	Description	sft/pcs	Unit Price (Including VAT & TAX)
	Back lit both side display sign			
20	ACP Signage-non lit with Acrylic Letter	3 mm ACP Board, 8mm acrylic Letter Cutting, Back side 5mm pvc with Installation	sft	
21	ACP Signage-non lit with Cut Vinyl	3 mm ACP Board, Cut vinyl Pasting, Back Side 5mm pvc with Installation	sft	
22	Acrylic Light Box	Off white 3mm milky Acrylic, Strip Led Light, Plastic Wood, Sticker Print and Power Supply & Installation	sft	
23	Acrylic 3D / Offcut Lettering Signage-Lit	3mm opel acrylic, LED strip light, BRB Cable, Back side 3mm PVC with power supply and installation	sft	
24	Acrylic 3D/Offcut Lettering Signage-Non Lit	3mm opel acrylic, , Back side 3mm PVC, Making and installation	sft	
25	Identifier/Bell Sign (12"x 12")	Acrylic Sheet with sticker print, SS sheet, inside LED lighting with power supply fitting fixing and installation.	pcs	
26	Identifier/Bell Sign (18"x18")	Acrylic Sheet with sticker print, SS sheet, inside LED lighting with power supply fitting fixing and installation.	pcs	
27	Identifier/Bell Sign (24"x24")	Acrylic Sheet with sticker print, SS sheet, inside LED lighting with power supply fitting fixing and installation.	pcs	
28	Identifier/Bell Sign (36"x36")	Acrylic Sheet with sticker print, SS sheet, inside LED lighting with power supply fitting fixing and installation.	pcs	
29	Sticker Print	<b>Cut vinyl:</b> Cut vinyl Sticker Print & Pasting	sft	
		<b>Inkjet Print:</b> Inkjet Print with lamination & Installation	sft	
		<b>Inkjet Print:</b> Inkjet Print with lamination pested on 3mm plastic PVC in wall, Adhesive (Fevicol) with Installation	sft	
		<b>Inkjet Print:</b> Inkjet Print with lamination pested on 5mm plastic PVC, in wall, Adhesive (Fevicol) with Installation	sft	
		<b>Inkjet Print:</b> Inkjet Print with lamination pested on 8mm plastic PVC in wall, Adhesive (Fevicol)with Installation	sft	
		<b>Reflective vinyl:</b> Eco solvent print on plain/honeycomb reflective vinyl, lamination and pasting		
30	Glass Branding	<b>One way Vision:</b> Solvent print one-way Vision with pasting	sft	
		<b>Frosted Sticker:</b> only Frosted Sticker and pasting	sft	
		<b>Frosted Sticker:</b> Solvent print on Frosted Sticker and pasting	sft	
		<b>Frosted Sticker:</b> Solvent print and Design Cutting on frosted Sticker	sft	
		<b>Clear sticker:</b> Solvent Print on transparent/Clear sticker media	sft	
		<b>Clear sticker:</b> Transparent/Clear sticker media	sft	
31	SS Name plate	SS Plate Engraving of Logo, SS Knob with installation	sq inc	
32	Notice Board	SS Plate Engraving, SS Knob with installation	sq inc	
		5mm PVC with Inkjet print, SS Knob with installation	sft	
		8mm PVC with Inkjet print, SS Knob with installation	sft	
33	Sandwich poster	8mm Glass/Acrylic, Print with SS Knob and installation	sft	
34	Hanging Identifier	ACP with UV print & SS Chain for Hanging with installation	sq inc	
35	ACP Name Plate	ACP with UV print with Both side Adhesive /Adhesive (Fevicol) installation	sq inc	
36	PVC Banner (White)	Solvent print on PVC	sft	
37	PVC Banner (Black)	Solvent print on 280-300gsm PVC	sft	
38	Cloth Banner	Cloth media, eco-solven print, swing and hanging with pvc pipe and row.	sft	
39	Panaflex Print	510gsm Panaflex with Solvent Print	sft	
40	Festoon (White) With Pipe & Gulti	Solvent print on PVC with Plastic pipe & Gulti	sft	
41	Festoon (Black) With Pipe & Gulti	Solvent print on 280-300gsm PVC with Plastic pipe & Gulti	sft	



SN	Item	Description	sft/pcs	Unit Price (Including VAT & TAX)
42	Framed Banner/Framed Backdrop	Solvent print on PVC with installed by wooden frame	sft	
43	Framed Banners (Borfi/Banner)	Solvent print on PVC with installed by wooden frame	sft	
44	Standee/Self Stand	Solvent print on PVC framed on wooden board Structure & Lower Base with installation	sft	
		<b>Base:</b> Wooden board Structure Base.	sft	
45	PVC Board Cutout	8mm PVC plastic Board Cutout with print	sft	
		5mm PVC plastic Board Cutout with print	sft	
46	Table Talker (Size:22"x10" Approx.)	SS Plate Engraving of Logo	pcs	
		5mm PVC with inkjet sticker and matt lamination	pcs	
		3mm Clear Acrylic	pcs	
47	Complain Box	5mm Clear Acrylic with key and Sticker.	sft	
		8mm Clear Acrylic with key and Sticker.	sft	
48	SS Letter Cut Sign	Stainless Steel letter making (3m thickness) & Installation	sft	
49	Leaflet holder (Size: 9"x4.5") As per Standard Sample	5mm clear Acrylic, inject print with matt lamination	pcs	
		3mm clear Acrylic, inject print with matt lamination	pcs	
50	X-stand with PVC Banner	PVC-Black Media Print with X-Stand (2'x5')	pcs	
51	X-banner Stand	Only X-banner Stand (2'x5')	pcs	
52	Pop Up banner	PVC Black with Pop Up Banner	pcs	
53	Neon Sign	luminous gas-discharge tubes night Electric neon with installation	sft	
54	LED Sign	P-6 Version LED, programming software, aluminum profile with black powder coated for indoor/outdoor with installation	sft	
55	Photo frame (Size: 30"x20")	Photo Print with wooden frame and mounting labeling	pcs	
56	Inauguration Stone Frame (নাম ফলনক) Stone Size: (20"x30")	Barmatic Sagun wood Frame & Polish, Iron Clam, Making with fitting, As per Sample	pcs	
	Inauguration Stone Frame (নাম ফলনক) Stone Size: (30"x36")	Barmatic Sagun wood Frame & Polish, Iron Clam, Making with fitting, As per Sample	pcs	
57	Edge Lit	5mm clear acrylic, slim led ribbon/tube light, aluminum/acp base Laser cutting along with SS chain and installation	sft	
58	Outdoor Highrise Hanging Installation/Pasting	Sticker/ Signboard and others Outdoor Highrise Hanging Installation	sft	
59	Fascia Change for Signboard	<b>Panaflex:</b> 18 oz / 510gsm, Reverse print	SFT	
60	Tube Light change and Servicing for Backlit light box	<b>Tube Light:</b> LED 4' Tube Light (22W, Transtec/equivalent)	PCS	
		<b>Cable:</b> Cable (BRB/equivalent) fire proof	RFT	
		<b>Back Sheet:</b> 30 Gauge GP sheet	SFT	
		<b>Angle:</b> MS Ladder Angle	PCS	
61	Only Fascia Cleaning	Signage Fascia Cleaning (Dust)	SFT	
62	Signboard Dismantle and Refitting	Existing light box dismantle and re-fitting	SFT	
63	ACP Signage	LED Modular Light: (3pcs=1 Strip)	Strip	
		Adapter 30 MPR (12 VOLT) & Others	PCS	
		Back side 5mm PVC	SFT	
64	Existing Pole Maintenance	Only Blue/Gray color enamel paint	RFT	
64	Existing Print Remove	Existing Inkjet/Frosted/Others Print Remove	Sft	