

Date: January 21, 2025

Tender Ref: CBBL/GSD/RFQ/2025/0009

Tender Title: **UPC (Unit Price Confirmation) i.e. fixation of unit rate as well as Technical Specifications for supply of Digital Copier Machine (Photocopy Machine) at Community Bank Bangladesh Limited, both at Head Office, Branch, Sub Branch etc.**

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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

**i) Digital Copier Machine**

at Community Bank Bangladesh Limited, 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 "Sylhet 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 01 (one) year**

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 2.00 P.M. on January 29, 2025** addressing "Chair, Purchase Committee, Community Bank Bangladesh Limited (Tender Reference# CBBL/GSD/RFQ/2025/0009)

- ✓ Only relevant bonafide bidders shall be allowed to participate in the bidding process.
- ✓ 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 (if work order value is above BDT 50,000.00) will be kept for 01 (one) year.

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

- a) Ready Stock will be preferred. you would supply and install the Photocopier Machines at our notified locations within 03 days. For any exception, you must mention in your offer
- b) Delivery Challan duly received by branch is to be submitted along with the bill.
- c) You will have to obtain verbal approval for installation of machine from us prior to install/ delivery of the machine at Branch/ Division.
- d) 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.
- e) In the event of supply of the mentioned items, if the said items does 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.
- f) 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.
- g) 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.

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- i) No additional bill/work will be entertained without prior permission of the concerned Division.
- j) Must submit 05 (Five) nos. work order in last two financial year in which 3 nos. work order must with recent reputed bank for the similar products.
- k) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- l) Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
- m) Must Submit Trade License, TIN, 13 Digit BIN Copy
- n) 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.
- o) Selected Bidder must ensure to site Installation & Testing on site after sales support for the full warranty period
- 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

**Payment:**

- Bill should be submitted along with Work Order and Delivery Challan and performance certificate signed by the Branch Authority.
- Price includes delivery, installation including all installation materials and commissioning charges.
- 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.

**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)  
VP & Head of General Services Division  
Community Bank Bangladesh PLC.

*For Shahin Iqbal*  
*21.01.25*

*Shahin*



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| <b>BOQ for PURCHASE OF DIGITAL COPIER MACHINE (PHOTOCOPY MACHINE)</b> |                          |
|---|--------------------------|
| <b>TECHNICAL FEATURES</b>   |                          |
| <b>General Features</b>   | <b>Bidders' Response</b> |
| Function  |                          |
| Copy System   |                          |
| Control Panel   |                          |
| Copy Speed  |                          |
| Warm-Up Time  |                          |
| Standard. Paper Capacity  |                          |
| Paper Size  |                          |
| Paper Weight  | Cassettes                |
|   | Bypass                   |
| Reproduction Ratio  |                          |
| Memory  |                          |
| Hard Disk Drive   |                          |
| Standard  |                          |
| Device Management   |                          |
| Security Features   |                          |
| Weight  |                          |
| Dimensions  |                          |
| Power Consumption   |                          |
| <b>PRINT FEATURES</b>   | <b>Bidders' Response</b> |
| PDL   |                          |
| Print Speed   |                          |
| Print Resolution  |                          |
| Operating Systems   |                          |
| Interface   |                          |
| <b>Scan Features</b>  | <b>Bidders' Response</b> |
| Scan Speed  | DSDF Scan                |
|   | RADF Scan                |
| Scan Modes  |                          |
| Scan Resolution   |                          |
| Color/ Grayscale  |                          |




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| <b>BOQ for PURCHASE OF DIGITAL COPIER MACHINE (PHOTOCOPY MACHINE)</b> |                          |
|---|--------------------------|
| <b>TECHNICAL FEATURES</b>   |                          |
| <b>e-filling Specifications</b>                                       | <b>Bidders' Response</b> |
| Operation Method  |                          |
| Number of Boxes   |                          |
| Capacity of Boxes   |                          |
| <b>Major Features</b>   | <b>Bidders' Response</b> |
| Dual Page Copying (Yes/ No)   |                          |
| Edge Erase (Yes/ No)  |                          |
| Image Shift (Yes/ No)   |                          |
| Trimming/ Masking (Yes/ No)   |                          |
| Departments Code (Yes/ No)  |                          |
| User Authentication (Yes/ No)   |                          |
| X-Y Zoom (Yes/ No)  |                          |
| Electronic Sorting (Yes/ No)  |                          |
| <b>Supplies (Complementary)</b>                                       | <b>Bidders' Response</b> |
| Drum  |                          |
| Bottle  |                          |
| Cartridge Toner   |                          |
| Delivery Lead Time  |                          |
| <b>Warranty</b>   | <b>Bidders' Response</b> |
| Mechanical Parts  |                          |
| Electrical & Electronic Part  |                          |
| Consumable Items  |                          |
| <b>FINANCIAL FEATURES</b>   |                          |
| <b>Cost Head</b>  | <b>Financial Offer</b>   |
| Cost For a single Machine   |                          |
| Carrying and Installation Cost Inside Dhaka                           |                          |
| Carrying and Installation Cost within 50 km from Dhaka City           |                          |
| Carrying and Installation cost outside Dhaka                          |                          |
| Applicable VAT & Tax  |                          |
| GRAND TOTAL for a single Machine                                      |                          |


