

Date- December 30, 2024

Tender Reference# CBBPLC./GSD/RFQ/2024/0080

Tender Title- **"RFQ (Request for Quotation) and UPC (Unit Price Confirmation) for supply of "stationery 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) Stationery 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 09, 2025** addressing **"Chair, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBPLC./GSD/RFQ/2024/0080)**

- ✓ 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, 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 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.

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 Name	Detailed Description/Brand	Unit	Unit Rate (in BDT) (including VAT & Tax)
01	A4 Sheet- protector (11 Holes) 100 Pcs per packet	Clear Transparent, recyclable material PP	PC	
02	Aerosol	ACI InC2:C38sect Spray, Net Wt. 475 ml	PC	
03	Air Freshener	Ahsan (Anti-Tobacco)	PC	
04	Air Freshener	Fay Anti-Tobacco	PC	
05	Anti-Cutter	Anti-Cutter of wide blade, Body Length: 17cm Blade Size: 100mm×18mm×0.5mm, NON-SLIP Elastomer Grip, Automatic Lock	PC	
06	Anti-cutter (2 Extra Blades)	Anti-Cutter of wide blade, Body Length: 17cm Blade Size: 100mm×18mm×0.5mm, NON-SLIP Elastomer Grip, Automatic Lock	PC	
07	Ball Pen	Local (matador hi- School /Police)	PC	
08	Basket Plastic - Local	RFL	PC	
09	Battery (AA)-Calling Bell	Sony (Made in Japan)	PC	
10	Battery (AAA)-AC, TV Remote	Sony (Made in Japan)	Pair	
11	Battery Remote & Calling Bell	GP Super (Alkaline Battery 23A 12V)	Pair	
12	Binder Clips 1"	Diamond Brand Made in China /Equivalent	Dozen	
13	Binder Clips 1-1/2"	Diamond Brand Made in China /Equivalent	Dozen	
14	Binder Clips 1-1/4"	Diamond Brand Made in China /Equivalent	Dozen	
15	Binder Clips 2"	Diamond Brand Made in China /Equivalent	Dozen	
16	Binder Clips 3/4"	Diamond Brand Made in China /Equivalent	Dozen	
17	Binding Rope	Local (Big Size)	Bundle	
18	Binding Tape	Size: 2" inch	PC	
19	Box File	Letter File (Paper)	PC	
20	Bucket	Plastic Bucket (30-liter RFL)	PC	
21	Business Card Holder (Standard)	Color : Black Storage Quantity : 300 Cards Material : Artificial Leather	PC	
22	Calculator	City Plus-12 Digit, Chaina, Original, CT-7S, QC Passed. /Equivalent	PC	
23	Carbon Paper	China	PC	
24	Cello Pointer 0.5 Gel Pen	Made in India	PC	
25	Clip Board	Size: A4 & Good Luck, Plastic Hard Board	PC	
26	Compatible Disk	Disk Type CD/DVD-RW Capacity Range (Data) 700 MB Minimum Recording Speed 12x Rewritable up to 1,000 times Read compatible with multi-read CD and DVD drives. Pack Quantity 10 PC	PC	
27	Deli Tape Dispenser	Brand: Deli, Tape width: 18mm,	PC	
28	Dettol/Savlon (Liquid - 1 liter)	Dettol/Savlon	PC	
29	Dettol/Savlon (Liquid – 0.5 liter)	Dettol/Savlon	PC	
30	Door Bell/Calling bell	Local / China	Set	
31	Dry Mop	Floor Cleaning Dust Mop	PC	
32	Dump Pad (Money Sponge) - Deli Brand (Ball type)	General	PC	
33	Dust Box/Basket (Iron)	Iron Net Classical Trash Can	PC	
34	Duster Cloth Special Size Local	General	PC	
35	Eraser	Faber Castell /Equivalent	PC	
37	File - Court File	Local	PC	
38	File - File Divider/Pocket File - Plastic - 8 divisions	Local	PC	
39	File - Report Cover - Flier - A4 size -	Local	PC	
40	File - Report Cover - Flier - Legal size	Local	PC	
41	Floor Cleaner	Rock	PC	
42	Ful-jharu	Local	PC	
43	Glass Cleaner	Mr Brasso 350ml	PC	



SN	Item Name	Detailed Description/Brand	Unit	Unit Rate (in BDT) (including VAT & Tax)
44	Glass Cleaner (refill)	Mr Brasso 350ml	PC	
45	Fevi Stick 15gm	Fevicol (Made in Korea)	PC	
46	Glue Stick 15gm	Deli (Made in China)	PC	
47	Hand Sanitizer	500ml Vita care	PC	
48	Harpic 750 ml	Harpic	PC	
49	High Lighter (All Color)	Faber Castell /Equivalent	PC	
50	James Clip (Metal)	"Square" Triangle Clips (China) /Equivalent	Box	
51	James Clip (Metal)	"Square" (100PC Made in China) /Equivalent	Box	
52	Kitchen Hand gloves	Medium	PC	
53	Legal Sheet- protector (11 Holes) 100 Pcs per Packet	Clear Transparent, recyclable material PP	PC	
54	Liquid Hand Wash	ACI (Ocean blue 5 liter jar)	Litter	
55	Liquid Hand Wash (Pot)	Lifebuoy/Savlon	PC	
56	Liquid Hand Wash (refill)	ACI savlon Hand wash Ocean Blue (5ltr)	Litter	
57	LISTERINE COOL MINT Antiseptic Mouthwash	LISTERINE COOL MINT Antiseptic Mouthwash 500ml	PC	
58	Magazine File (Paper)	Local	PC	
59	Magazine File (Plastic)	Local	PC	
60	Majuni (Brush)	Local	PC	
61	Management /Report/Business Files/	Local	PC	
62	Marker Pen White Board- 737	Red Leaf (Made in Japan) /Equivalent	PC	
63	Marker Pen permanent-707	Red Leaf (Made in Japan) /Equivalent	PC	
64	Mop brush	floor cleaning mop brush PVA Extendable Mop Roller Sponge Foam Rubber Mop Floor Super Cleaner	PC	
65	Mop Cotton	Wet Mop Cotton Refill (China)	PC	
66	Mop with still stand	Local	PC	
67	Multi Plug	Brand: many MTS-148, 6 feature, 3M line with 4 outputs.	PC	
68	Notice Board Pin, Size: Standard	Size: Standard	Box	
69	Odonil Powerpack	Godrej Aer	PC	
70	Odonil/Wizard	Local	PC	
71	Packaging tape dispenser machine	Content includes a soft cover ring binder with 4-rings mechanism 20 transparent PVC pockets for 400/600/1000 business cards up to size 55 X 90mm A to Z index	PC	
72	Pen Holder	Mesh Steel Pen Stand - Black	PC	
73	Pencil 2B/HB	Local	PC	
74	Pencil Sharpener (Small)	Local	PC	
75	Pin Remover	Kangaroo SR-300 Heavy Duty Staple Pin Remover /Equivalent	PC	
76	Gel Pen	Pilot Hi-Tecpoint V7 Grip, Made in Japan	PC	
77	Plastic Folder / File	Clear Plastic A4 Size	PC	
	Plastic Mug	RfL best quality	PC	
78	Plastic Ring File 2"	Local	PC	
79	Plastic Ring File 3"	Local	PC	
80	Punch file (plastic)	Local	PC	
81	Punch Machine	Kangaroo (No. 600), 0 sheet punching capacity /Equivalent	PC	
82	Punch Machine	Kangaroo Heavy Duty Punch HDP-2150, 2 Hole Punch /Equivalent	PC	
83	Register Book	No.16, Demai Size, 10 X12.5 Inches	PC	
84	Rubber Band	Local	KG	
85	Scale/ Ruler 12"	Stainless steel	PC	
86	Scissors	Deli, 210mm/8 ¼ Length, Made in China	PC	
87	Scotch Tape	Size: 2" & 50 yard, Transparent (Scotia)	PC	
88	Scotch Tape	Size: 1/2" & 30 Yard mini tape	PC	
89	Slip Pad Different Color	Local	PC	
90	Slip Pad Holder	Product Type : Slip Paper Box Material : Plastic (Attractive Design) Size : Standard Color : Water Color	PC	



SN	Item Name	Detailed Description/Brand	Unit	Unit Rate (in BDT) (including VAT & Tax)
91	Stamp Pad - Violet	Brand: Artline	PC	
92	Stamp Pad Ink (red/blue/black)	Shine 28ml 1fl.oz	PC	
93	Stamp pad ink (red/blue/black)	Horse (without oil)	PC	
94	Staple Pin Remover	Deli/Kangaroo with Lock SR-45T	PC	
95	Stapler (24/6)	Kangaroo (No. 384556), HD-45, 24/6 & 26/6 /Equivalent	PC	
96	Stapler (24mm)	Kangaroo HD- 23 S24 /Equivalent	PC	
97	Staples Pin (23/20-H)	Kangaroo 1000 Staples (10X100) /Equivalent	Box	
98	Staples Pin (24/6)	Kangaroo, Size: 24/6 /Equivalent	Box	
99	Staples Pin (23/13-H)	Kangaroo 1000 Staples /Equivalent	Box	
100	Staples Pin (23/10-H)	Kangaroo 1000 Staples /Equivalent	Box	
101	Staples Pin (23/24-H)	Kangaroo 1000 Staples /Equivalent	Box	
102	Stick Pad	3"X3", 5 color, 5 parts, 100 sheets	PC	
103	Sticky Note	Xingli (Big) /Equivalent	PC	
104	Sticky Note	Xingli (Small) /Equivalent	PC	
105	Surf Excel	Surf Excel 250ml	PC	
106	Toilet Towel	Medium, White	PC	
107	VIM - Poly pack	vim	PC	
109	VIM Liquid	vim	PC	
110	Vim Powder	Vim Dishwashing Powder (500gm)	Pack	
111	Vixol	Vixol Bathroom Cleaner Pink - 900 ml	PC	
112	Waste Basket	Paddle Bin, Plastic & Round Shape.	PC	
113	Wheel Powder (Pot)	Wheel	PC	
114	White Board Duster	Local	PC	