

Ref. No. BGCB/HO/GSD/TENDER/2025/31

Date: December 29, 2025.

**Sub: Request for Quotation for supplying of 30,000 pcs Blanket and 5,000 pcs Shawl for the Bank.**

1	Name of the Bank	Bengal Commercial Bank PLC.
2	Procuring Entity Name	General Service Division
3	Invitation of Quotation	30,000 pcs Blanket and 5,000 pcs Shawl
4	Source of Fund	Bengal Commercial Bank PLC.
5	Quotation submission date within	06.01.2026 at 12:00 PM
6	Name and address of the Office for receiving tender	Head of General Services Division, Bengal Commercial Bank PLC., Head Office, Khandkar Tower, Level-05, 94 Gulshan Avenue, Dhaka-1212
7	Eligibility of Tender(s)	The bidder must have (a) Valid Trade License (b) VAT Registration with 13 digit BIN (c) TIN (d) Full address with e-mail
8	Tender Schedule price	N/A
9	Contact Details	Telephone No. +880255068889-93 - Ext 1206, email: mostafizur.rahman@bgcb.com.bd
10	Price	The bid price is in BDT excluding VAT & Tax and rate shall be quoted in the bidders Letter Head complying all specifications & terms and conditions. Incomplete tender/offer will be treat as non-responsive. Related VAT & Tax to be borne by the bank.
11	Others	<b>Vendor should check physical sample before submitting quotation.</b>
12	Validity of tender	30 days
13	Price Validity	Minimum 3 (Three) months
14	Product Delivery	Within 10 (Ten) days from the date of work order.

**Financial Offer (Excluding VAT & Tax):**

SL.	Name of the items	Qty.	Unit rate	Amount
01	<b>Blanket:</b> Size: width 5 feet x long 7 feet, Weight: 1200 gm, With Bank Logo, Delivery within Dhaka City at vendor own cost.	30,000 pieces		
02	<b>Shawl:</b> Size: width 3 feet x long 6.5 feet, 3 inch tassel at both end of shawl, Delivery within Dhaka City at vendor own cost. All other specification as per sample.	5,000 pieces		
<b>Grand Total excluding VAT &amp; Tax</b>				

Thanking you,

**Md. Monzur-A-Moula**  
VP & Head of General Services Division