

Tender Reference# CBBPLC./GSD/RFQ/2024/0045

Tender Title- Invitation for Submission of Financial Offer for Electrical Wiring Check & Inspection Certificate for All 20 Branch/ Sub- Branch & Head Office at Community Bank Bangladesh PLC.

Dear Sir,

Greetings from Community Bank Bangladesh PLC.

To meet up regulatory requirement, each of the branch and sub-branch as well as Head Office Premises of the Bank are needed to checked whether the space is safe and sound in terms of electrical wiring and its related setup. For assessment and electrical wiring checking purpose, a general guideline/ index has been attached herewith. Summary of the locations for executing those works are as under:

Electrical Wiring Inspection Certificate for Below Mentioned Branch & Head Office.

SN	Branch Name	Branch Location	Unit	Unit Price	Total Price
1	Corporate Branch	Gulshan -1, Dhaka			
2	Motijheel Branch	Dainik Banglar Moor, Dhaka			
3	Mawna Branch	Mawna, Gazipur			
4	Panchabati Branch	Panchabati, Narayanganj			
5	Noapara Branch	Hobiganj, Sylhet			
6	Agrabad Branch	Chattogram			
7	Gulshan Branch	Gulshan Avenue, Dhaka			
8	Dhanmondi Branch	Dhaka			
9	Chawkbazar Branch	Water Works Road, Chawkbazar Dhaka			
10	Uttara Branch	Azampur, Dhaka			
11	Panchdhona Branch	Panchdona, Narshingdi			
12	Mirzapur Branch	Mirzapur, Tangail			
13	Gouripur Branch	Gouripur, Cumilla			
14	Khulna Branch	Shibbari Moor, Khulna			
15	Ranirbandar Branch	Dinajpur			
16	Nawabganj Branch	Dhaka			
17	Anderkilla Branch	Chattogram			
18	Fulbaria Branch	Fulbaria, Mymenshingh			
19	Malopara Sub Branch	Malopara, Rajshahi			
20	Sir Iqbal Road (Kalibari) Sub Branch)	Sadar Thana, Khulna			
21	Head Office (Level- 5,10,11,12)	Gulshan -1, Dhaka			
Total (Including VAT & Tax)					

Offer validity shall be for 03 (three) months.

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 2.00 P.M. on July 08, 2024** addressing "Chair, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBPLC./GSD/RFQ/2024/0045)

- ✓ Only eligible relevant 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 VAT (25% for consultancy service) and Tax which will be deducted from source during payment of final bill as per government rules after satisfactory completion of the works.
- ✓ An Authorized electrical supervisor must certify the wiring certificate.



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

- a) The bidder shall have to submit the price in the letter head pad including VAT (25% for consultancy service) & Tax where the tax rate should have mentioned.
- b) Delivery Place is community bank Bangladesh PLC. Head office.
- c) 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.
- 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 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.
- f) 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.
- g) The bidder must be regular tax payer.
- h) Final offer should be valid for Minimum 06 (six) months
- i) Price quotation includes carrying cost, labor charge and other charge thereof.
- j) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- k) Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
- l) Must Submit Trade License, TIN, 13 Digit BIN Copy
- m) 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.
- n) 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.

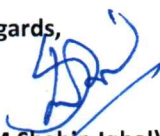
The new bidders must submit the following Paper:

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 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 PLC. Thus, before final payment you have to open account with our Bank.

Regards,


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



Electrical Wiring Inspection Report

Version: 1.0

Date: DD / MM / YYYY

Branch Name:		Address:
BOM Name:		
Designation:		
Contact No.:	Email:	District:

1	Building Details	<input type="checkbox"/> Multi-Storied	<input type="checkbox"/> Under Construction	<input type="checkbox"/> Other				
2	Building Type	<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential	<input type="checkbox"/> Police Establishment	<input type="checkbox"/> Other			
3	Number of Floors	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/>
4	PDB/BREB Approved Load Capacity							
5	Electricity Connectivity Type	<input type="checkbox"/> Single Phase <input type="checkbox"/> Three Phase						
6	Is there any PFI?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	PFI Reading:				
7	Generator Availability	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Generator Capacity: KW/MW				
8	Number of Meter:	Type of Meter		<input type="checkbox"/> Single Phase <input type="checkbox"/> Three Phase				
9	Last Month Usage:	KW		Last Month Bill Amount:				
10	Any Incident due to electrical issues after Last Inspection <input type="checkbox"/> Yes <input type="checkbox"/> No							
	If yes, please describe:							

Checklist for Main Distribution Board (MDB):	
1	No. of Main Circuit Breaker :Rating: 1. ____ Amp 2. ____ Amp 3. ____ Amp
2	No. of Circuit Breaker for AC :Rating:Amp
3	No. of Circuit Breaker for Light:Rating:Amp
4	No. of Circuit Breaker for UPS : Rating:Amp
5	Any other Circuit Breaker : Rating:Amp
6	Circuit breaker in the panels clearly leveled? <input type="checkbox"/> Yes <input type="checkbox"/> No
7	Is the condition of Bus Bar ok? <input type="checkbox"/> Yes <input type="checkbox"/> No
8	Cable rating of Main Circuit BreakerAmp
9	Present load at MDB : L1Amp L2Amp L3..... Amp / Total - KW
10	Is multi meter available at MDB? <input type="checkbox"/> Yes <input type="checkbox"/> No
11	Is proper Cable Lug available for all connectivity?
12	PDB/BREB input Phase Voltage: V
13	PDB/BREB Phase Current:Amp
14	Is proper Earthing available? <input type="checkbox"/> Yes <input type="checkbox"/> No
15	Earth Voltage (Earth- Neutral): Earth Resistance:
16	Surge Protector Availability: <input type="checkbox"/> Yes <input type="checkbox"/> No
17	Is fire protection device available near MDB? <input type="checkbox"/> Yes <input type="checkbox"/> No
18	Mention the expiry date If fire extinguisher available?

Branch Representative's Comment:

Branch Representative's Signature

Inspection Company Name:	
Inspector Name:	
Contact No.:	

Inspector's Comment:	Time: Start: ____:____ AM/PM End: ____:____ AM/PM

Inspector's Signature	



Electrical Wiring Inspection Report

Version: 1.0

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Annexure-A

Major Checklist:	
1	Substation Capacity:
2	Centralized Online UPS Quantity & Capacity:
3	Service Drop Distance:
4	Any Stabilizer Availability <input type="checkbox"/> Yes <input type="checkbox"/> No
5	Any Billboard Connection? <input type="checkbox"/> Yes <input type="checkbox"/> No
6	Highest Single AC Capacity: Ton
7	Surge Protection Availability in Building or Branch: <input type="checkbox"/> Yes <input type="checkbox"/> No
8	Kitchen Equipment Availability <input type="checkbox"/> Gas Burner <input type="checkbox"/> Electric Kettle <input type="checkbox"/> Microwave Oven <input type="checkbox"/> Others
9	Emergency Exit <input type="checkbox"/> Yes <input type="checkbox"/> No
10	Fire Alarm <input type="checkbox"/> Yes <input type="checkbox"/> No
11	Emergency Contact Number Available near Fire Panel <input type="checkbox"/> Yes <input type="checkbox"/> No

Other Checklist:	
1	Lightning Arrestor
2	Substation Protection Equipment <input type="checkbox"/> Gas <input type="checkbox"/> Water
3	Substation Environment Control
4	DG Capacity
5	Power Connection
6	Wiring has completed accurately <input type="checkbox"/> Yes <input type="checkbox"/> No
7	Service Pipe Fixing Done Properly <input type="checkbox"/> Yes <input type="checkbox"/> No
8	Main Board Fixing Done Properly <input type="checkbox"/> Yes <input type="checkbox"/> No
9	Earth ROD Fixing Done Properly <input type="checkbox"/> Yes <input type="checkbox"/> No
10	PFI (Power Factor Improvement) is available? <input type="checkbox"/> Yes <input type="checkbox"/> No
11	Bus Bar Rating & Circuit Breaker Rating ok or not <input type="checkbox"/> Yes <input type="checkbox"/> No
12	Surge Protector available <input type="checkbox"/> Yes <input type="checkbox"/> No
13	Service Wire Quantity 4/3/2 Phase
14	Service Drop Distance Meter
15	Any Damage to the insulation of Electrical Cables? <input type="checkbox"/> Yes <input type="checkbox"/> No
16	Any non-insulated electrical joints? <input type="checkbox"/> Yes <input type="checkbox"/> No
17	Any cables lying near hot plates? <input type="checkbox"/> Yes <input type="checkbox"/> No
18	Any damaged sockets/plug points in the Branch? <input type="checkbox"/> Yes <input type="checkbox"/> No
19	Any bare wires inserted into plug point? <input type="checkbox"/> Yes <input type="checkbox"/> No
20	Whether grounding of equipment with metal body done? <input type="checkbox"/> Yes <input type="checkbox"/> No
21	Are portable tools double insulated? <input type="checkbox"/> Yes <input type="checkbox"/> No
22	Whether circuit breaker in the panels clearly leveled in SDB? <input type="checkbox"/> Yes <input type="checkbox"/> No
23	Main switch for cutting off supply to the lab marked? <input type="checkbox"/> Yes <input type="checkbox"/> No
24	Any obstruction in front of the distribution board? <input type="checkbox"/> Yes <input type="checkbox"/> No
25	Are Multiplug sockets in use? <input type="checkbox"/> Yes <input type="checkbox"/> No
26	Number of Power Strips/Multiplug 2-Pin Round: ___ Pcs Flat: ___ Pcs 3-Pin Round: ___ Pcs Flat: ___ Pcs
27	Number of Sockets 2-Pin Round: ___ Pcs Flat: ___ Pcs 3-Pin Round: ___ Pcs Flat: ___ Pcs
28	Proper tags attached to equipment's out of order/under repair? <input type="checkbox"/> Yes <input type="checkbox"/> No
29	Whether electrical cables are laid along the passage <input type="checkbox"/> Yes <input type="checkbox"/> No
30	Is there periodic maintenance of air conditioners? <input type="checkbox"/> Yes <input type="checkbox"/> No
31	Whether metallic objects worn by personnel conducting electrical experiments? <input type="checkbox"/> Yes <input type="checkbox"/> No
32	Insulating mats provided for high voltage experiments. <input type="checkbox"/> Yes <input type="checkbox"/> No



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33	Are Live parts of the experimental setup properly insulated or protected to prevent contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No
34	Caution Labels displayed near high voltage experiment setups?	<input type="checkbox"/> Yes <input type="checkbox"/> No
35	Any Opening on switch/panel boards	<input type="checkbox"/> Yes <input type="checkbox"/> No
36	Are all extension cords & equipment's cords run so as to prevent damage to the cord insulation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
37	Are all extension cords & equipment's cords placed in such a manner as to minimize the risk of tripping over the cord?	<input type="checkbox"/> Yes <input type="checkbox"/> No
38	Do extension cords remain in use for less than 30 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
39	Do all electrical panels have a clear area at least 36 inches by 36 inches centered on the panel, in front?	<input type="checkbox"/> Yes <input type="checkbox"/> No

