

Date: July 07, 2024

Tender Title: "RFQ (Request for Quotation) for Internal rearrangement at Legal Division, Level-5, Police Plaza Concord, Tower-2, Gulshan, Community Bank Bangladesh PLC."

Tender Ref: "CBBPLC./GSD/RFQ/2024/0048"

Dear All,

Greetings from Community Bank Bangladesh PLC.!!

Community Bank Bangladesh PLC is the 59th Schedule Bank of Bangladesh. For Internal rearrangement inside Level-5 Police Plaza, Community Bank Bangladesh PLC., some electrical and furniture works as well as interior works are needed to be done at the said location. BOQ, lay-out (existing & proposed) are attached herewith as your ready reference.

Only relevant enlisted vendors shall be eligible for submission of their financial offer.

You are requested to submit (HARD COPY) your financial offer in a closed envelope as per specification within 12.00 P.M. on July 11, 2024. At Bank's discretion, any bidder can be declared as non-responsive if **any inconsistency is found or vendor's do not have sufficient strength to carry out the works**. As the works will be done in a running branch, most of the works have to be done after office hours/holidays.

TENDER Summary

1)	Tender Reference No	CBBPLC./GSD/RFQ/2024/0048
2)	Date Of Tender Document	07.07.2024
3)	Last Date for Submission Of Tender	11.07.2024 at 12.00 P.M.
4)	Date Of Opening Of Financial Bid	Will be opened through TOC (Tender Opening Committee)
5)	Cost Of Tender Document	Free of Cost
6)	Earnest Money Deposit (EMD)	Not Required

- **No advance or running bill will be paid before successful completion of the works**
- **10% of total payable bill will be retained for 01 (one) year after completion of works and payment of final bill.**

A. General Terms and Conditions:

- 1) **Financial Offer/Price/Quotation:** The quoted price should include applicable VAT. The rate shall be as per Government circular
- 2) **Work Location/Delivery Place:** Level-5, Police Plaza Concord, Tower-2, Gulshan.
- 3) **Payment Terms:** Payment will be made after each completion the job at actual quantity upon submission of the bill with work order & noc from the deployed location which is duly signed by authorized personnel (Name & Seal, if available). Payment will be made through the Bank Account only.
- 4) **Price/Financial offer Submission:** The bidder shall have to submit the price in their Company Pad and Envelope.
- 5) **Purchaser's Right:** The Purchaser reserves the right to accept/ cancel/ reject any or all offer without assigning any reason. The purchaser is not obliged to purchase the lowest offer at all. The purchaser reserves the right to share the Bidder's response to this RFQ with its advisors and purchaser Business Units. Purchaser reserves the right to conduct negotiations with one or more Bidder and / or accept the Bid without any negotiations.
- 6) **Bid Submission/ Closing Date:** The Quotation shall have to the submit below mentioned address: Chairman Purchase Committee, General Services Division 12th Floor, Community Bank Bangladesh PLC, Police Plaza Concord, Tower-2, Road-144, Plot-02, Gulshan-01, Dhaka by 12.00 PM (Bangladesh Standard Time) **July 11, 2024**. The purchaser reserves the right change the Time schedule at any time.

- 7) **Required Content of the Quotation:** Quotation must be submitted as per prescribed form as instructed below:
- Proposal must be addressed for "Chairman Purchase Committee" of Community Bank Bangladesh PLC.
 - Complete Proposal / Offer must be signed with date by the authorized representative of the company.
 - Must mention the subject line "RFQ (Request for Quotation) for Internal rearrangement at Legal Division, Level-5, Police Plaza Concord, Tower-2, Gulshan, Community Bank Bangladesh PLC." RFQ: "(CBBPLC./GSD/RFQ/2024/0048)" in top of the Envelope.
- 8) **Quotation Validity:** Offer validity period shall be at least for 03 (three) months from the Quotation submission/ closing date. Details discussion/terms & condition will be available in Service Level Agreement (SLA)/ Work Order (WO).
- 9) **Disqualification:** Manipulation or any kind of unusual approach or failure to submit the proposal/ offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.
- 10) **Sample/Presentation of Company Profile:** Bank may ask mock test/ presentation of bidder's present and previous works before selection of any vendors which is FOC (Free of Cost).

B. Financial Terms & Conditions:

- Quoted Price must include material, labor and service charges as per attached price format.
- Delivery lead-time will be as per site and Bank requirements.
- In the event of supply of any items, which do not match with the required specification, quantity or sample's quality or is of substandard quality, the Bank reserves the right for outright rejection of the works/product, and the supplier will have to do the works/supply the product again with their own cost with acceptable quality within 30 (thirty) days from the date of rejection.
- Detail Technical Specifications along with country of origin must be mentioned in the offer and all the relevant documents including Catalog and Brochures must be attached with offer. If the Tenderer is an authorized dealer/distributor of the said product they will provide the document of dealership/distributorship of the Manufacturer.
- Mode of Payment is to be mentioned in the offer. Community Bank Bangladesh PLC discourages advance payment if not necessary. **No advance payment will be allowed for mobilization of works. 10% of the actual payable bill shall be retained at Head Office for 01 (one) year after completion of the works as free service period.**
- Please contact undersigned for any types of clarifications in regard to products/services/works related clarifications only.

Mentionable that, if the scope of works and your company type does not match with our requirement, you need not to submit any offer in this regard. In case, any terms & conditions is not compatible with the Tender Process, they may be relaxed.

Regards



(SM Shahin Iqbal)
VP & Head of General Services Division
Member Secretary, Purchase Committee
Community Bank Bangladesh PLC.





Community Bank
• Trust • Security • Progress

BOQ for Internal Rearrangement Works for Legal Division, Level-5, Police Plaza
Concord, Tower-2, Gulshan

SL No	ITEM DESCRIPTION	Total Amount in BDT (including VAT & TAX)
A	ELECTRICAL WORKS	
B	FURNITURE WORKS	
Total amount (including VAT & AIT)		

In Word:

Signature of the contactor
with seal & date

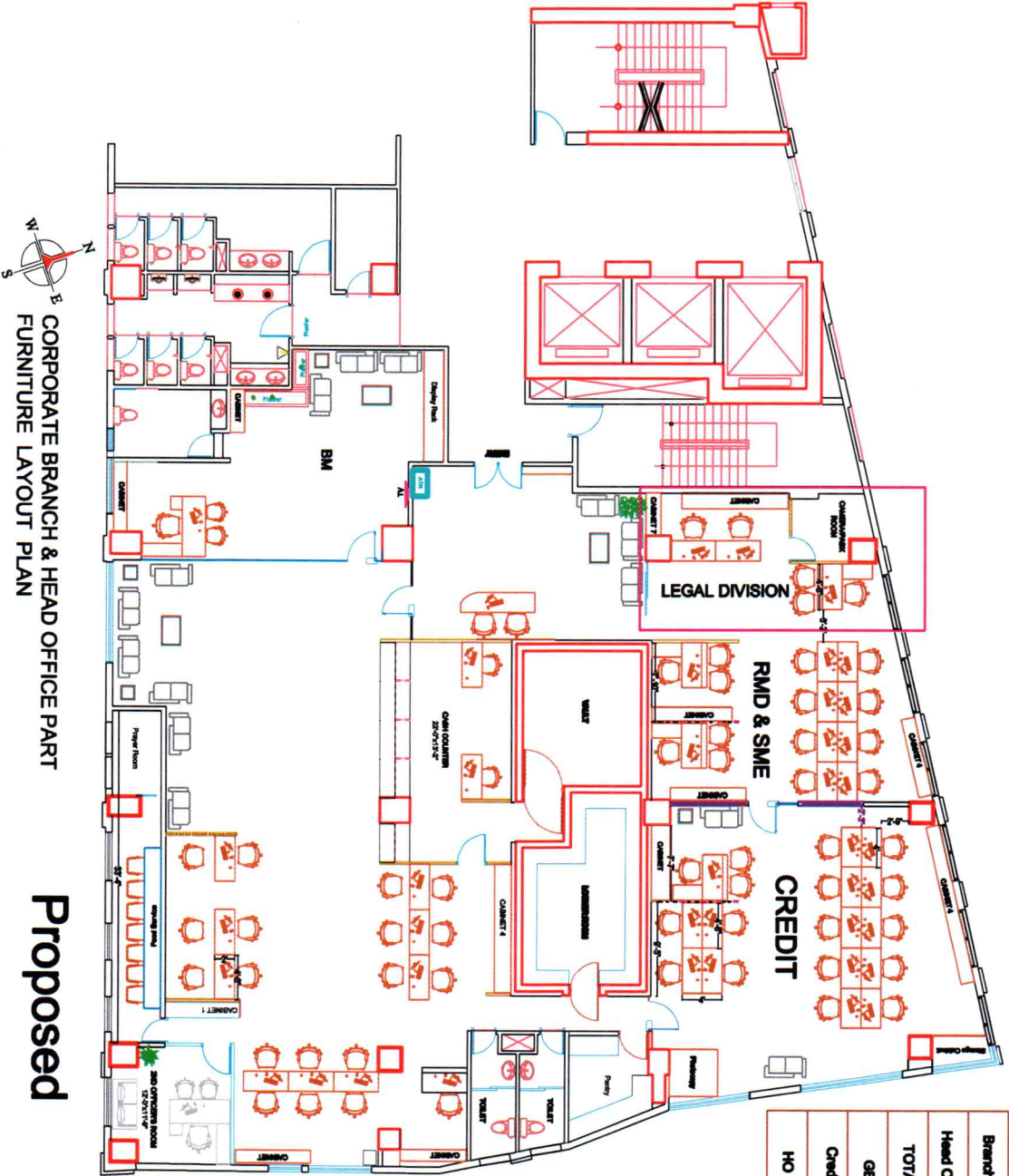


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BOQ for Internal Rearrangement Works for Legal Division, Level-5, Police Plaza Concord, Tower-2, Gulshan					
SN	ITEM DESCRIPTION	UNIT	Qty	UNIT PRICE in BDT (including 15% VAT & TAX)	Total Amount in BDT (including VAT & TAX)
A. ELECTRICAL WORKS					
1	LED PANEL LIGHT FITTING [Energypac or Equivalent, Size: 6"dia (Square/Round)] 12 watt Energypac /Equivalent LED light in/c supply of all necessary consumable materials, compatible to local voltage variation, complete in all respect in/c testing & commissioning, as per design, drawing and direction of Consultant / Bank Authority.	Nos	2.00		
2	PVC PIPE/PVC FLEXIBLE PIPE /PVC CHANNEL WORKS Supplying, fitting and fixing of following water grade PVC pipes or PVC channel, RFL/Bengal/Aziz brand with necessary group cutting, bend, joint box, ceiling rose, clamp, fixing materials and other accessories to complete in all respect as per design drawing and direction of Consultant / Bank Authority.				
a	3/4" dia PVC Pipe	Rft	50.00		
3	CABLES WORKS [BRB/BBS Brand] Supply and installation of following cables through pre laid PVC pipe/channel with all consumable materials as per design, drawing and direction of Consultant / Bank Authority.				
a	1X1.5 re BYA	Rft	200.00		
b	1X1.5 rm BYA	Rft	100.00		
c	1X2.5 rm BYA	Rft	300.00		
4	ELECTRICAL SOCKET OUTLETS Supplying, fitting and fixing 240V, single phase Legrand (Energypac)/ABB(Multiple trading)/MK (Singapore) brand following socket outlet in/c wiring conceals/surface with necessary wiring through water grade PVC pipe/channel or required size in/c supply of switches, switch box, ebonite cover, ceiling rose etc. Complete in all respect in/c testing & commissioning, as per design, drawing and direction of Consultant / Bank Authority.				
a	3 pin flat 13 amp+switch	Nos	3.00		
b	16A Combined /Multi Socket	Nos	3.00		
c	MK Box (Steel/Plastic)	Nos	6.00		
Sub Total					
B. FURNITURE WORKS					
1	OFFICER TABLE :Supply, fitting & fixing of executive Officer Table (4-6"x2-6") made of Melamine laminated chip board & MS Framing Approved colour/quality with low height built-in partition as required including slot on table Top for cable passing ,and best quality hardware materials etc. all complete as per design, direction and full satisfaction of Bank Authority.	set	1.00		
2	OFFICER SIDE TABLE : Supply, fitting & fixing of SR Officer Side table made of local laminated board of approved color and quality including locks, support rubber mountings, 3 Drawer, telescopic drawer channels, computer wiring cut throughs and other standard hardwares etc. all complete as per standard design and full satisfaction of the Architect /Engineer in charge.	set	1.00		
3	LOW & FULL HEIGHT CABINET Supply, fitting & fixing of full height cabinet made of 3/4" Partex board (Approved Colour) and best quality hardware materials etc. all complete as per design, direction and full satisfaction of Bank Authority.	Sft	80.00		
4	SCREEN TYPE DESIGN PARTITION (Same as Existing) Supplying, fitting & fixing of screen type partition made of 25mm thick melamine board with PVC edging all around, fixed with top and bottom floor with 25mm U-Channels , all complete as per design, direction and full satisfaction of Bank Authority.	sft	64.00		
Sub Total					
Grand Total					

In Word:





CORPORATE BRANCH & HEAD OFFICE PART
FURNITURE LAYOUT PLAN

Proposed

