

Date- October 14, 2024

Tender Reference# CBBPLC/GSD/RFQ/2024/0061

Tender Title- **RFQ for fixation of UPC (Unit Price Confirmation) i.e. unit rate as well as Technical Specifications for supply of different types of AC (Air Conditioner) at Community Bank Bangladesh Limited, both at Head Office, Branch, Sub Branch, ATMs, Collection Booths etc.**

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) Air Conditioner

at Community Bank Bangladesh PLC., both at Head Office, Branch, Sub Branch, ATMs, Collection Booths etc.

All the enlisted as well as relevant renowned eligible vendors are invited to submit their offer.

Mentionable that based on UPC as well as technical aspect, the said machineries/ items will be purchased for Head Office, branch, sub branch ATMs etc. 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 06 (six) months

You are requested to submit (HARD COPY) your offer in a closed envelope as per below specification within 2.00 P.M. on October 20, 2024 addressing "Chair, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBPLC/GSD/RFQ/2024/0061)

- ✓ 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 will be kept for 01 (one) year (in case, total work order value is above BDT 50,000.00)

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

- a) Ready stock will be given preference
- b) You will have to provide minimum one-year free service warranty with spare parts. The higher the service periods/ warranty periods, the greater would be the chance to be preferred as a vendor.
- 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) You will have to obtain verbal approval from us prior to install/ delivery of the machine at cost center (Head office, Branch, Sub-Branch, ATMs, Collection Booths etc.)
- 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 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.
- g) 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.
- h) 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.



- i) 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.
- j) No additional bill/work will be entertained without prior permission of the concerned Division.
- k) The bidder must be regular tax payer.
- l) Final offer should be valid for Minimum 06 (six) months
- m) Price quotation includes carrying cost, labor charge and other charge thereof.
- n) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- o) Considering the Experience, quality and other factors, CBBPLC. is not liable to select the lowest bidder.
- p) Must Submit Trade License, TIN, 13 Digit BIN Copy
- q) 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.
- r) Selected Bidder must ensure to site Installation & Testing on site after sales support for the full warranty period
- s) 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 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.



Technical Specification of AC

1	Scope of Work	Supply, installation and commissioning of ACs for Head Office, Branch, Sub Branch, Service Desk etc.
2	Site Address Concern Person & Contract Number	Anywhere in Bangladesh. (will be notified project wise)
3	Technical Concern	01914092908 (Mr. Md. Mahidul Hasan-FAVP)
4	AC Brand	Please mention
5	Country of Origin	Please mention
6	Country of Assemble	Please mention
7	Country of Shipment	Please mention
8	Compressor Warranty	Minimum 3 years
9	Spare Parts Warranty	Minimum 3 years
10	After Sales Service	Minimum 2 years
11	Ready Stock	Ready Stock (please mention the stock status, if ready stock not available)
12	Offer Validity	06 months
13	Retention Money	10% of total bill shall be retained for 01 (year) after completion of installation and full operation
14	Advance Payment	No advance will be allowed



Financial Offer Format

Price Offer for Unit Price.							
S/L	AC Brand	BTU Capacity	Capacity	Model	Type	Quantity	Unit Price (including VAT, Tax, installation and Carrying Charge)
1		12000 BTU	1 Ton		Wall Mount	1 Pcs	
2		18000 BTU	1.5 Ton		Wall Mount	1 Pcs	
3		18000 BTU	1.5 Ton		Cassette Type	1 Pcs	
4		24000 BTU	2 Ton		Wall Mount	1 Pcs	
5		24000 BTU	2 Ton		Cassette Type	1 Pcs	
6		30000 BTU	2.5 Ton		Cassette Type	1 Pcs	
7		36000 BTU	3 Ton		Ceiling Type	1 Pcs	
8		36000 BTU	3 Ton		Cassette Type	1 Pcs	
9		48000 BTU	4 Ton		Ceiling Type	1 Pcs	
10		48000 BTU	4 Ton		Cassette Type	1 Pcs	
11		54000 BTU	4.5 Ton		Ceiling Type	1 Pcs	
12		54000 BTU	4.5 Ton		Cassette Type	1 Pcs	
13		60000 BTU	5 Ton		Ceiling Type	1 Pcs	
14		60000 BTU	5 Ton		Cassette Type	1 Pcs	
15	Timer					1 Pcs	
16	Installation Material (Copper Pipe, insulation etc.)- for additional					1 rft	

Regards,



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

