

Tender Reference: CBBL/GSD/RFQ/2025/0010

Tender Title: "RFQ (Request for Quotation) supply of Officer Side Table & Cabinet at Motijheel Branch as well as low height Cabinet at Head Office, Community Bank Bangladesh PLC.

Dear All,

Greetings from Community Bank Bangladesh PLC!!

Community Bank Bangladesh PLC. is a 59th Schedule Bank of Central Bank. It is owned by Bangladesh Police Kallyan Trust. For regular use, Bank are going to invite Tender for supply of Officer Side Table & Cabinet at Motijheel Branch as well as low height Cabinet at Head Office, Community Bank Bangladesh PLC. In this connection, please submit your financial offer. Attached Quotation Format (BOQ) is hereby invited for supply of office furniture with their respective locations.

You are requested to submit (HARD COPY) your offer in a closed envelope as per specification within 12.00 P.M. on January 26, 2025.

A. General Terms and Conditions:

- 1) *Financial Offer/Price/Quotation:* The quoted price should include applicable VAT. The rate of VAT should be mentioned in the quotation.
- 2) *Work Location/Delivery Place:* Mentioned in the Price Submission format (item wise)
- 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 the letter head pad.
- 5) The Bidder shall have to submit their proposal following the above information.
- 6) *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.
- 7) *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) January 26, 2025.. The purchaser reserves the right change the Time schedule at any time.
- 8) *Required Content of the Quotation:* Quotation must be submitted as per prescribed form as instructed below:
 - i) Proposal must be addressed for "Chairman Purchase Committee" of Community Bank Bangladesh PLC.
 - ii) Complete Proposal / Offer must be signed with date by the authorized representative of the company.
 - iii) Must mention the subject line "RFQ (Request for Quotation) supply of Office Furniture at different locations of Community Bank Bangladesh Limited. RFQ: (CBBL/GSD/RFQ/2025/0010)" in top of the Envelope.



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- 9) *Quotation Validity:* The Quotation shall be valid for 06 (six) months from the Quotation submission/ closing date. Which will continue for a year/until further notice (if both parties agreed). Details discussion/terms & condition will be available in Service Level Agreement (SLA)/ Work Order (WO).
- 10) *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.
- 11) *Sample/Test of the Product/Service:* Bank may ask mock test before selection of any vendors which is FOC (Free of Cost).

B. Financial Terms & Conditions:

- 1) Quoted Price must include material, labor and service charges as per attached price format.
- 2) Delivery lead-time will be as per site and Bank requirements.
- 3) 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.
- 4) 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.
- 5) Mode of Payment is to be mentioned in the offer. Community Bank Bangladesh PLC. discourages advance payment if not necessary. Please note that "Retention money" will be kept i.e. 10% of the total payable bill (if work order value is above BDT 50,000.00) will be kept for 01 (one) year.

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)

Member Secretary, Purchase Committee

VP & Head of General Services Division

Community Bank Bangladesh PLC.

for
A.M.
22/01/25




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FINANCIAL OFFER FORMAT

SN	Type	Reference Image (for example only)	Unit	Specification	Qty.	Rate (including VAT & Tax)	Total Amount (including VAT & Tax)	Delivery Point
1	OFFICER SIDE TABLE		set	OFFICER SIDE TABLE [Size: 3'-6"X1'-4"] Supply, fitting & fixing of Officer Side table made of local laminated board of approved color and quality including locks, support rubber mountings, keyboard keys, telescopic drawer channels, computer wiring cut thoughts and other standard hardwares etc. all complete as per standard design and full satisfaction of the Architect /Engineer in charge. [Sample should be subject to approval]	1			Motijheel Branch, CBBL
2	LOW HEIGHT FILE CABINET	As per Bank's standard (Please visit for ready reference)	sft	Supply, fitting & fixing of Low height file cabinet made of 18mm thick Amber / PARTEX branded laminated board of approved color and quality including locks, support rubber mountings and other standard hardwares etc. all complete as per standard design and full satisfaction of the Architect /Engineer in charge. [Sample should be subject to approval]	20			Motijheel Branch, CBBL
3	LOW HEIGHT FILE CABINET	As per Bank's standard (Please visit for ready reference)	sft	Supply, fitting & fixing of Low height file cabinet made of 18mm thick Amber / PARTEX branded laminated board of approved color and quality including locks, support rubber mountings and other standard hardwares etc. all complete as per standard design and full satisfaction of the Architect /Engineer in charge. [Sample should be subject to approval]	30			Level-12, Head Office, CBBL

