

Date- January 30, 2025

Tender Reference# CBBL/GSD/RFQ/2025/0013

Tender Title- **RFQ (Request for Quotation) for UPC (Unit Price Confirmation) of financial offer for Supply & Installation of Electrical Spare Parts and Earthen Work for Community Bank Bangladesh PLC.**

Dear Sir,

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 12.00 P.M. on February 05, 2025** addressing "Chair, Purchase Committee, Community Bank Bangladesh PLC.(Tender Reference# CBBL/GSD/RFQ/2025/0013)

- ✓ Only relevant enlisted vendors are requested to submit the quotation.
- ✓ 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) The bidder shall have to submit the price in letter head pad including VAT & Tax.
- b) Final offer should be valid for Minimum (12) Twelve months
- c) Price quotation includes carrying cost, labor charge and other charge thereof.
- d) You will have to obtain verbal approval for installation of machine from us prior to install/ delivery of the machine at Branch/ Division.
- 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 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.
- 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 preserves 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) Delivery Challan duly received by branch is to be submitted along with the bill.
- l) The bidder must be regular tax payer.
- m) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- n) Considering the Experience, quality and other factors, CBBPLC. is not liable to select the lowest bidder.
- o) Must Submit Trade License, TIN, 13 Digit BIN Copy
- p) 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.



- q) 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

Payment:

- Bill should be submitted along with Work Order (Duplicate Copy) 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 PLC. 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.
Only relevant Vendors whose scope of works does not match with the said job need not to submit their offer.***

Regards,



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



BOQ for UPC of Electrical Eathen Works and Supply of Electrical Spare Parts						
SN	Work Name	Item Description	Unit	Qty	Unit Price (Inside Dhaka)	Unit Price (Outside Dhaka)
1	Earthen Works	Earthen Works (0 to below 3.0 volt): Supplying and installation of 100' depth 1-½" dia G.I. pipe earth electrode by tube well sinking method including of 4 SWG HDDB earthling lead from the bottom of earth electrode to the earthling bar of distribution board. Making an earth inspection pit of size 10" x 10" x 12" inside clear. The top end of the electrode shall be 6" above from the bottom floor level. Complete in all respect in/c testing & commissioning etc. all per existing samples, choice, design, drawings, directions and full satisfaction (if any) of the consulting architect/Bank Authority. Note: 1. Voltage between neutral and earth [Inductive voltage] must be less than 3 volt. 2.The total arrangement must be theft proof as per site condition.	Set	1		
2	Earthen Repair Works	Earthen Repair Works (0 to below 3.0 volt): Earthen repair works involve restoring earthen structures using natural materials like clay, sand, and straw. Repairing earthen structures to improve the earth value.	Set	1		
3	Light Works	Supply of LED Pannel Light (18 Watt, As per Dimension), Brand: Standard Brand with Replace Warranty	Pcs	1		
4		Supply of LED Pannel Light (12 Watt, As per Dimension), Brand: Standard Brand with Replace Warranty	Pcs	1		
5		Supply of LED Light (15 Watt, As per Dimension), Brand: Standard Brand with Replace Warranty	Pcs	1		
6		Supply of LED Tube Light (40 Watt, 4 Feet Dimension), Brand: Standard Brand with Replace Warranty	Pcs	1		
7		Supply of LED Tube Light (20 Watt, As per Dimension), Brand: Standard Brand with Replace Warranty	Pcs	1		
8	Labor Charge	Service Charge/ Technician Labor Charge for site mobilization	Job	1		
Total (Including VAT & Tax)						

[Handwritten Signature]
30/01/25

