

Tender Reference: CBBL/GSD/RFQ/2025/0017

Tender Title: "RFQ (Request for Quotation) supply of Full Height Cabinet for Monitor Display at ICT Division, 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 Full Height Cabinet for Monitor Display at ICT Division, 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 at ICT Division, Head Office Community Bank Bangladesh PLC..

You are requested to submit (HARD COPY) your offer in a closed envelope as per specification within 12.00 P.M. on February 17, 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:* Police Plaza Concord, Level 10, Tower 2, Gulshan-1, Head Office, Community Bank Bangladesh PLC.
- 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) February 17, 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 Full Height Cabinet for Monitor Display at ICT Division, Head Office Community Bank Bangladesh PLC. RFQ: (CBBL/GSD/RFQ/2025/0017)" 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,

for 
12-02-2025

(SM Shahin Iqbal)

Member Secretary, Purchase Committee

VP & Head of General Services Division

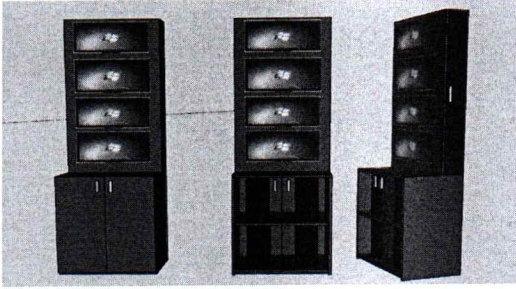
Community Bank Bangladesh PLC.





Community Bank
• Trust • Security • Progress

BOQ For Full Height Cabinet for Monitor Display at level-10, Head Office

Item	Description	Unit	Quantity	Unit Rate	Total Amount (Including Vat & TAX)
1	Full Height Cabinet: (Monitor Display) Supply,Fitting & fixing of full height cabinet Built-in-self made by 18mm melamine board with best quality hardware materials etc. Size-2' x 8'x 1 -4" 	Nos	1		
2	4.0 RM BYA CABLE Supply and Installation	rft	300		
3	1.5 RE BYA CABLE Supply and Installation	rft	100		
4	1/2" Flexible Pipe Supply and Installation	rft	100		
5	13A, 3 pin flat Supply and Installation	Nos	10		
Grand Total (Including VAT & TAX)					

In word:

