

**Tender and Enlistment for “Officer Associate/Support Executive”**  
**General Services Division**  
Community Bank Bangladesh Limited

1	Tender Reference No:	<b>CBBL/GSD/RFQ/2022/0038</b>
2	Scope of Work	Tender and Enlistment for Officer Associate/Support Executive Personnel for Community Bank Bangladesh Limited.
3	Site Address	Anywhere in Bangladesh.
4	Address To	Chairman Purchase Committee, Community Bank Bangladesh Limited
5	Submission Location	General Services Division, Head Office, Level-12, Tower-2, Police Plaza Concord.
6	Price Submission Date	Time: 12:00 PM (November 27, 2022)
7	Financial Offer	Financial Offer Should be Hard Copy in Sealed Envelope (No mail copy allowed)
8	Enlistment Documents	Company Profile, Bank Solvency, Trade License, TIN, VAT Registration Certificate, Work Experience Certificate Should be Hard Copy in spiral/book binding copy file (No mail copy allowed)
9	Required License	License from Ministry of Labor and Employment

**A. Officer Associate/Support Executive Basic Information:**

SI	Particulars	Description	Bidders Response (Complied/Not Complied)	Remarks
<b>1.0</b>	<b>Officer Associate/Support Executive</b>			
1.1	Job Experience	Fresh Graduate		
1.2	Education	Minimum Graduation		
1.3	Other Expertise	Basic knowledge on Computer Operation (Microsoft Office)		
1.4	Age Limit	Not Exceeding 30 Years		
1.5	Address	Present & Permanent should be verified.		

**B. Unit Price Proposal Format (Officer Associate/Support Executive)**

SN	Officer Associate/Support Executive for Banking Hours Basis (Monthly Unit Rate in BDT)	Remarks
01		

### **C. Detail Terms & Conditions:**

1. The bidder must submit the quotation as per prescribed format.
2. Date of deploy/assign 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.
3. In the event of deployment of the mentioned service, if the said service does not match with as per requirement/approved quotation then, the Bank reserves full right of outright rejection of the service, and the service provider will have to take back the employment service at their own cost and will have to replace the said service with acceptable within the time frame as mutually agreed-upon by the Bank and the Supplier.
4. The Officer Associate/Support Executive must deploy as per information mentioned in quotation or work order. If any change, Service Provider will have to consult with the General Services Division, Head Office of the Bank.
5. In case of any deficiency in the deployed Officer Associate/Support Executive, Service Provider will have to make necessary rectification the same immediately at Service Provider own cost on receipt of complain.
6. No additional bill/work will be entertained without prior permission of the concerned Division.
7. The bidder must be regular TAX payer.
8. Price quotation includes Take-home Salary, Service Charge/Commission, Govt. VAT & TAX and other charge thereof.
9. The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
10. Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
11. 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.
12. For any type of sub-standard deployment from selected bidder end, the Bank reserve the right for outright rejection of the employment, which you will take back at service providers own cost and will replace with acceptable quality within (10) ten days of the rejection.
13. Before deployment Officer Associate/Support Executive Training/Orientation should be conduct by with the co-ordination of service provider

### **Eligible Criteria:**

1. Supplier may have valid company Trading License and should have the proper relevant expertise to supply of Officer Associate/Support Executive.
2. Must submit 05 (Five) nos. work order in last Three financial year with recent different reputed Bank/Non Bank/MNC/Other reputed organization for the similar works.
3. Financial offer should be valid for 12 (Twelve) months.
4. Price and others information mentioned in Unit Price Confirmation (UPC), 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).

5. Must Submit Company Profile, Bank Solvency, Trade License, TIN, VAT Registration Certificate which will treat for enlistment purpose.

**Payment:**

1. Bill should be submitted along with Work Order and Delivery Challan and performance certificate signed by the Authority.
2. Bank may pay for actual quantity of deployed Officer Associate/Support Executive.
3. All Price should be including all VAT and TAX. Necessary VAT & Tax will be deducted from your bill as per latest Govt. circular.
4. Payment will be made after submission the bill only through account with preferable to Community Bank Bangladesh Ltd. Thus, before final payment you have to open account with our Bank.

Thanks

S. M. Shahin Iqbal  
SAVP & Head of General Services Division  
Community Bank Bangladesh Limited  
Head Office, Gulshan-1, Dhaka