

Ref: CBBL/GSD/RFQ/2022/0041

Date: November 22, 2022

Subject: Tender and Enlistment of Cleaning Service for Community Bank Bangladesh Limited.

Dear Sir:

Community Bank Bangladesh Limited invites financial proposals for **Cleaning Service** for Community Bank Bangladesh Limited mentioned in below from reputed Companies.

Quotation Format for Regular/Monthly/On call Services:

SN	Work Types	Work Description	Unit	Unit Price
1	Carpet shampoo, Clean and Wash	Imported Diversey chemical / Dry foam shampoo, Using Carpet shampooer machine, carpet extraction machine and heavy-duty dryer,	SFT	
2	Chair/Sofa Shampoo, Clean and Wash	Imported Diversey chemical / Dry foam shampoo, Using Chair/Sofa shampooer machine, Chair/Sofa extraction machine and heavy-duty dryer,	SFT	
3	Floor/Marble/ Tiles Shampoo, Clean and Wash	Imported Diversey or imported chemical using floor scrubbing machine, 3M Pad, and suction machine & dryer.	SFT	
4	Fabric partition shampoo, Clean and Wash	a) Imported Diversey chemical / Dry foam shampoo using fabrics partition shampooer machine, extraction machine and heavy-duty dryer,	SFT	
5	Exterior Glass Chemical Washing	Imported Diversey chemical / multipurpose imported chemical and all, Helmet, Spider, Scraper, Squeeze and Safety Equipment.,	SFT	
6	Interior Glass Chemical Washing	Imported Diversey chemical / multipurpose imported chemical		
7	Vertical Blind Wash	Imported Diversey chemical / Dry foam shampoo using Vertical blind cleaning shampooer machine, extraction machine and heavy-duty dryer,	SFT	
8	Office Deep Cleaning	Imported Diversey or imported chemical using floor scrubbing machine, 3M Pad, and suction machine & dryer, necessary equipment.	SFT	
9	Pest Control Services	Electric Spray, General Spray or hand spray, Electric fumigation using chemical: All machine and equipment are made in Korea.	SFT	
10	Cockroach Control Services	Electric Spray, General Spray or hand spray, Electric fogging, Korean gel.	SFT	
11	Rat Control Services	Electric Spray, General Spray using imported trap, glue Board, Korean equipment and necessary elements.	SFT	

12	Termite Control Services	a) Electric Spray, General Spray using imported termite control Korean equipment and necessary chemicals.	SFT
13	Sewerage & Septic Tank Cleaning Solution	Including all Labor and Chemical Service	Job
14	Disinfection Service	Including all Labor and Chemical Service	SFT
15	Toilet Deep Clean Service	Including all Labor and Chemical Service	SFT
16	Regular Clean Service	Including all Labor and Chemical Service	SFT

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:** Community Bank Bangladesh Limited Head Office along with Branches, ATM Booth and other Bank Location.
3. **Payment Terms:** Payment will be made after each completion the job 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 Limited, Police Plaza Concord, Tower-2, Road-144, Plot-02, Gulshan-01, Dhaka by 12.00 PM (Bangladesh Standard Time) November 30, 2022. 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:
 - A. Proposal must be addressed for "**Chairman purchase Committee**" of Community Bank Bangladesh Limited.
 - B. Complete Proposal / Offer must be signed with date by the authorized representative of the company.
 - C. Must mention the subject line "**Tender and Enlistment of Cleaning Service for Community Bank Bangladesh Limited.** (Ref: CBBL/GSD/RFQ/2022/0041)" in top of the Envelope.
9. **Quotation Validity:** The Quotation shall be valid for 365 calendar days (01 Year) 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).
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:

12. Quoted Price must include chemical, labor and service charges as per attached price format.
13. Delivery lead-time will be as per site and Bank requirements.
14. 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 service, and the supplier will have to do the service again with their own cost with acceptable quality within 30 (thirty) days from the date of rejection.
15. 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.
16. Following papers/documents must be sent with the proposal:
 - I. Valid Trade License
 - II. Bank solvency certificate/documents (If applicable)
 - III. VAT Registration certificate
 - IV. Up-to-date TIN certificate
 - V. Up-to-date copy of TAX payment receipt
 - VI. Client list with goodwill certificate (If available)
 - VII. Experience certificate (If available)
17. Mode of Payment is to be mentioned in the offer. Community Bank Bangladesh Limited discourages advance payment if not necessary.
18. Please contact undersigned for any types of clarifications in regard to products/services/works related clarifications only.

Thanks & Best Regards

S.M. Shahin Iqbal
SAVP & Head of General Services Division (GSD)
Head Office
Community Bank Bangladesh Limited.