

Ref: CBBL/GSD/RFQ/2022/0060

Date: December 27, 2022

Subject: Tender for UPC (Unit Price Confirmation) for 01 year & Enlistment for supply of steel furniture for Community Bank Bangladesh Limited.

Dear All,

Greetings from Community Bank Bangladesh Limited!!

Community Bank Bangladesh Limited is the 59th Schedule Bank of Central Bank. It's owned by Bangladesh Police Kallyan Trust. For regular use, Bank are going to invite Tender for UPC (Unit Price Confirmation) for 01 year & Enlistment for supply of steel furniture for Community Bank Bangladesh Limited. In this connection, please submit your Financial offer.

Quotation format for enlistment eligibility and Financial offer for supply of Steel Furniture is attached herewith.

You are requested to submit (HARD COPY) your offer in a closed envelope as per specification **within 12.00 P.M. on January 05, 2023.**

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 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 Limited, Police Plaza Concord, Tower-2, Road-144, Plot-02, Gulshan-01, Dhaka by **12.00 PM (Bangladesh Standard Time) January 05, 2023.** 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 for UPC (Unit Price Confirmation) for 01 year & Enlistment for supply of steel furniture for Community Bank Bangladesh Limited.(Ref: CBBL/GSD/RFQ/2022/0060)” in top of the Envelope.

B. Financial Terms & Conditions:

- 9. Quoted Price must include material, labor and service charges as per attached price format.
- 10. Delivery lead-time will be as per site and Bank requirements.
- 11. 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.
- 12. 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.
- 13. Following papers/documents must be sent with the proposal (if submitted earlier, may not be require to resubmit):
 - 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)
- 14. Please contact undersigned for any types of clarifications in regard to products/services/works related clarifications only.
- 15. Mode of Payment is to be mentioned in the offer. Community Bank Bangladesh Limited discourages advance payment if not necessary.
- 16. **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).
- 17. **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.

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.

Thanks & Best Regards

Md. Mahidul Hasan
SPO-Procurement
GSD, Head Office
Community Bank Bangladesh Limited

Financial Offer Format

Sl	Item	Specifications	Size	Unit	Unit Price (in BDT including VAT & Tax)	
					Inside Dhaka, Narayanganj, Gazipur, Savar & Narsindi	Outside Dhaka, Narayanganj, Gazipur, Savar & Narsindi
1	Steel Almirah	Gauge/ Sheet: 20 gauge MS Sheet Door: Four Drawers (20 gauge) with lock Paint: Spray Paint	H-72" X L-36" X D-18"	nos		
			H- 9'-0"x L- 4'-0"x D- 24"	nos		
			H- 8'-0"x L- 4'-0"x D- 24"	nos		
2	Fire Proof Steel Almirah	4 shelves and 5 compartment outside body made of 2 mm MS Sheet. The vacuum between the outer sheet and inner body made of 16 gauge MS Sheet double heavy locking arrangement. Double plated door complete with spray painting others as per standard design	H- 6'x L- 3'x D- 2'	nos		
3	Steel File Cabinet	2~3 drawers made of 20/22 gauge ms sheet Central Push and separate locking arrangement complete with Spray painting	H-54" X L-18" X D-24"	nos		
			H- 30" x L- 18" x D- 16"	nos		
4	Steel Rack	Gauge/ Sheet: 18 gauge MS Sheet (18"x18"x18" M.S. Angle) Shelves: 6 shelves with 20 gauge MS Sheet Paint: Spray Paint	H-72" x L- 48" x D- 20" (Size may vary according to site condition and available space)	sft		
5	Steel Cash Drawer	Gauge/ Sheet: 20 gauge MS Sheet Number of Drawer: 3 drawers with 20 gauge MS Sheet Paint: Spray Paint	H-24" x L-18" x D-18"	nos		
6	Hand Cash Box with Handle	Gauge/ Sheet: 20 gauge MS Sheet Paint: Spray Paint	H- 11" x L- 19" x D-17"	nos		
7	Fire Proof Strong Room Door with Grill Door	Door Frame: Made of ¼ thick M.S plate (Two side top bottom and main door) Inner door made of 1/8" thickness M.S plate total thickness of door with lock case will be 4 and ¾ the total thickness of door frame 10" wall opening front and back Bolt Work: Strongly built up with door slab by solid tee steel flanges on two side is a heavy lock case fitted with powerful shooting bolts 1½" diameter, and should work simultaneously by a pilot wheel. The shooting bolt mechanism is to be assembled on the firm base of the door slab itself. Locks: Two locks each of (10 lever) fitted with inner door plate. The each different set of key to be double fitted and to be supplied in duplicate Fire Protection: The door is completed fire proof the thickness of Fire Clay Powder will be ½". Grill Door: Strong constructed of ¾" M.S. Rod 10Nos fitted into strong MS Angle of 2"x2"x1/8". The ventilation grill door is to be secured with un-pick able lock controlled from outside. The grill doors are to be fitted in the same frame	H-7' x W-4'	NOS		
			H-7' x W-3'	NOS		

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					Inside Dhaka, Narayanganj, Gazipur, Savar & Narsindi	Outside Dhaka, Narayanganj, Gazipur, Savar & Narsindi
8	Fire Proof Iron Safe	<p>Door: Outer body made of (6mm) M.S. Plate and inner body made of (3 mm) M.S. Plate. There will be 2 (Two) Drawers at the bottom and 3 (Three) shelves in between made of best quality 14 gauge BP Sheet</p> <p>Locks: Strongly built up with door slab by solid tee steel flanges on two side is a heavy lock case fitted with powerful shooting bolts 1½" diameter, and should work simultaneously by a pilot wheel. The shooting bolt mechanism is to be assembled on the firm base of the door slab itself.</p> <p>Hinge Mechanism: The hinge mechanism is to be so devised by the hinges for the door can be adjusted vertically to maintain a perfect fit into the frame permanently. Also the weight of the door is to carry on hardened steel centers to enable it to swing easily</p> <p>Fire Protection: The gap between the inner & outer body should be filled up with the best quality fireproof materials.</p> <p>Painting Works: The iron safe should be of rust proof Oxide and hammer spray painting conforming to international standard</p>	H- 60"X L- 30"X D- 30"	nos		
			H- 42"X L- 30"X D- 30"	nos		
			H- 24"X L- 20"X D- 20"	nos		
9	Locker	<p>Size: Standard size in accordance with Chamber Numbers</p> <p>Outer: 6 mm MS Plate</p> <p>Inner: 16 gauge</p> <p>Door: 9 mm with 20 gauge standard steel sheet</p>	Small- 66, Medium- 06, Large -03, 75 Chambers	nos		
			Small- 28, Medium- 02, Large -02, 32 Chambers	nos		
			Small- 00, Medium- 00, Large -10, 10 Chambers	nos		
			Small- 24, Medium- 12, Large -09, 45 Chambers	nos		
			Small- 46, Medium- 03, Large -02, 51 Chambers	nos		
			Small- 24, Medium- 27, Large -03, 54 Chambers	nos		
10	Steel Trunk	Steel trunks (42"x24"x22"), made of 20/22 gauge sheet	L- 42" x W- 24" x D- 22"	nos		
11	Steel Cash Carry Trunk	<p>Gauge/ Sheet: 18 gauge MS Sheet</p> <p>Locking Arrangement: Double locking arrangement with heavy type Hatchball & double Handling system</p> <p>Paint: Spray Paint</p>	L- 24" x L- 19" x D - 18"	nos		
12	Fire Proof Steel File Cabinet	4 drawer made of 14/16 gauge MS Sheet Central Double Push Locking arrangement, complete with spray painting	H- 55" x L- 22" x D- 24"	nos		