

Tender for UPC (Unit Price Confirmation) & Enlistment for supply of Vehicle Maintenance items as well as Regular Servicing of vehicles for Community Bank Bangladesh Limited

Dear Sir,

Ref: CBBL/GSD/RFQ/2022/0055

Date: December 12, 2022

Subject: Tender for UPC (Unit Price Confirmation) & Enlistment for supply of Vehicle Maintenance items as well as Regular Servicing of vehicles for Community Bank Bangladesh Limited (Tender Reference#CBBL/GSD/RFQ/2022/0055).

Dear Sir:

Community Bank Bangladesh Limited invites financial proposals for supply of Vehicle Maintenance items as well as Regular Servicing of vehicles for Community Bank Bangladesh Limited mentioned in below from reputed Companies.

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 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
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. You are requested to submit (HARD COPY) your offer in a closed envelope as per specification within 12.00 P.M. on December 20, 2022.
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) & Enlistment for supply of Vehicle Maintenance items as well as Regular Servicing of vehicles for Community Bank Bangladesh Limited (Tender Reference#CBBL/GSD/RFQ/2022/0055)**" 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.

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11. **Sample/Test of the Product/Service:** Bank may ask mock test before selection of any vendors which is FOC (Free of Cost).

D. Financial Terms & Conditions:

12. Quoted Price must include material, 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 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.
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.

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

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Sl.	Items/ Service	Unit Rate (in BDT including VAT & Tax)			
		For Sedan Car	For Micro Type	For SUV Type	For Jeep Type
1	Oil Filter (say 1230A186) and other brand (please specify your model)				
2	Air Cleaner Element (specify your model)				
3	Shoe Set, RR Brake (specify your model)				
4	Brake PAD FR (specify your model)				
5	Fuel Filter/Oil Filter (specify your model)				
6	Motor, AC Condenser FAN (specify your model)				
7	Engine Oil, Rimula (15W40) and other Brand (specify your model)				
8	Hose, Inter Cooler Outlet Air (specify your model)				
9	Air Refresher Assy (specify your model)				
10	ATF Spirax S3 MD3 (Dexron III) (specify your model)				
11	Battery (NX120-7L) (KRANK) and others (specify your model)				
12	Engine Oil, Mineral (Helix HX-5 SL/CF,20W50 and Other Brand. (specify your model)				
13	Engine General Servicing				
14	Full body Water wash and clean				
15	Air Filter (specify your model)				
16	AC Filter (specify your model)				
17	Engine Oil, Rimula (15W40) (specify your model)				
18	Front Brake Disk (Rotor) Turning (Both Side)-Labor Charge				
19	Engine Oil & Oil Filter Replacement- Labor Charge				
20	Brake Servicing - Labor Charge				
21	Vehicle Washing & Cleaning - Labor Charge				

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Sl.	Items/ Service	Unit Rate (in BDT including VAT & Tax)			
		For Sedan Car	For Micro Type	For SUV Type	For Jeep Type
22	General Servicing (Engine Oil & Filter Change)- Labor Charge				
23	ATF Spirax S3 MD3 (Dexron III)- Labor Charge				
24	Battery (NX120-7L) (KRANK)- Labor Charge				
25	ATF Spirax S3 MD3 (Dexron III)- Labor Charge				
26	Spark Plug Servicing- Labor Charge				
27	Total Body Servicing- Labor Charge				
28	Brake Servicing- Labor Charge				
29	Engine Oil & Oil Filter Replacement- Labor Charge				
30	Front Suspension System Opening and Refitting- Labor Charge				
31	Computerized Wheel Alignment-)- Labor Charge				
32	Fuel Filter Assembly Replacement-)- Labor Charge				
33	Front Brake Disk (Rotor) Turning (Both Side)-)- Labor Charge				