

**Wednesday, October 25, 2023**

**Tender Reference:** CBBL/GSD/RFQ/2023/0094

**Tender Title:** "RFQ (Request for Quotation) supply of Office Furniture at different locations of Community Bank Bangladesh Limited.

Dear All,

Greetings from Community Bank Bangladesh Limited!!

Community Bank Bangladesh Limited 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 Office Furniture at different locations of Community Bank Bangladesh Limited. In this connection, please submit your financial offer. Attached Quotation Format (BOQ) is hereby invited for supply of office furniture with their respective locations.

You are requested to submit (HARD COPY) your offer in a closed envelope as per specification within 12.00 P.M. on November 01, 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:* Mentioned in the Price Submission format (item wise)
- 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) **November 01, 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:
  - i) Proposal must be addressed for "Chairman Purchase Committee" of Community Bank Bangladesh Limited.
  - 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 Office Furniture at different locations of Community Bank Bangladesh Limited. RFQ: (CBBL/GSD/RFQ/2023/0094)" 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:**

- 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) 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)
  - viii) Electrical Supervisory Certificate
- 6) Mode of Payment is to be mentioned in the offer. Community Bank Bangladesh Limited discourages advance payment if not necessary.

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,






**(SM Shahin Iqbal)**

Member Secretary, Purchase Committee

VP & Head of General Services Division

**Community Bank Bangladesh Limited**

## FINANCIAL OFFER FORMAT (Please mention country origin of Furniture)

SN	Type	Reference Image	Unit	Specification (mention country of origin)	Qty.	Rate (including VAT & Tax)	Total Amount (including VAT & Tax)	Delivery Point
1	Officer Chair		NOS	Supply, fitting and fixing of imported Low Back Cluster wheel, With Arm Rest, Fabric / PU upholstery, Mesh Back, Back adjustable, height adjustable, Caster Mounted (Revolving), Approved Color, Durable Upholstery. [Sample should be subject to approval]	1			Bandarban ATM Booth,CBBL
					1			Central Police Hospital ATM Booth, Dhaka
					1			Mill Barrak,Gandaria, Dhaka
2	Visitor Chair		NOS	Supply, fitting and fixing of imported Low Back Cluster wheel, With Arm Rest, Fabric / PU upholstery, Mesh Back, Back adjustable, height adjustable, Caster Mounted (fixed), Approved Color, Durable Upholstery. [Sample should be subject to approval]	2			Sir Iqbal Road (Kalibari), Khulna
					2			DB Office Service Desk, Dhaka
					2			Bandarban ATM Booth
					2			Mill Barak Service Desk,Gandaria, Dhaka
3	Dining Lounge Chair		NOS	Supply of imported Steel Framed Support, Without Arm Rest, plastic/ curved wood panel framed seat, Back fixed, height fixed ,no revolving, Approved Color, Durable Upholstery. [Sample should be subject to approval]	12			Head Office, Police Plaza, Tower-2, Level-12, Gulshan, Dhaka
5	Lounge Chair		NOS	Supply of imported Steel Framed Support, Without Arm Rest, plastic/ curved wood panel framed seat, Back fixed, height fixed ,no revolving, Approved Color, Durable Upholstery, as per design & direction of Architect. [Sample should be subject to approval]	16			
6	Dining Table		NOS	Supplying & Placing of Dining Table made top 25mm thick edge banded Melamine board (Top 1500mm X 850mm) & Stainless Steel Frame, complete in all respect as per design, drawing and direction of Architect/ Authority.	2			