

Date: November 23, 2023

Tender Title: “RFQ (Request for Quotation) for set up of New Collection Booth at Shahid Mamun Mahmud Police Lines School & College, Rajshahi.

Tender Ref: “(CBBL/GSD/RFQ/2023/0098)”

Dear All,

Greetings from Community Bank Bangladesh Limited!!

Community Bank Bangladesh Limited is the 59th Schedule Bank of Central Bank. For set up of New Collection Booth at Shahid Mamun Mahmud Police Lines School & College, Rajshahi interior works are needed to be done at the said location. BOQ, site photographs are attached herewith as your ready reference.

You are requested to submit (HARD COPY) your offer in a closed envelope as per specification within 12.00 P.M. on **November 27, 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) **November 27, 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) for set up of New Collection Booth at Shahid Mamun Mahmud Police Lines School & College, Rajshahi. RFQ: (CBBL/GSD/RFQ/2023/0098)” 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 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 (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
- 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.

Regards

(SM Shahin Iqbal)
VP & Head of General Services Division
Community Bank Bangladesh Limited

Financial Offers.



RFQ Reference# CBBL/GSD/RFQ/2023/0098

Tender Title# BOQ for set up of Shahid Mamun Mahmud Police Line School & College Collection Booth,Rajshahi.

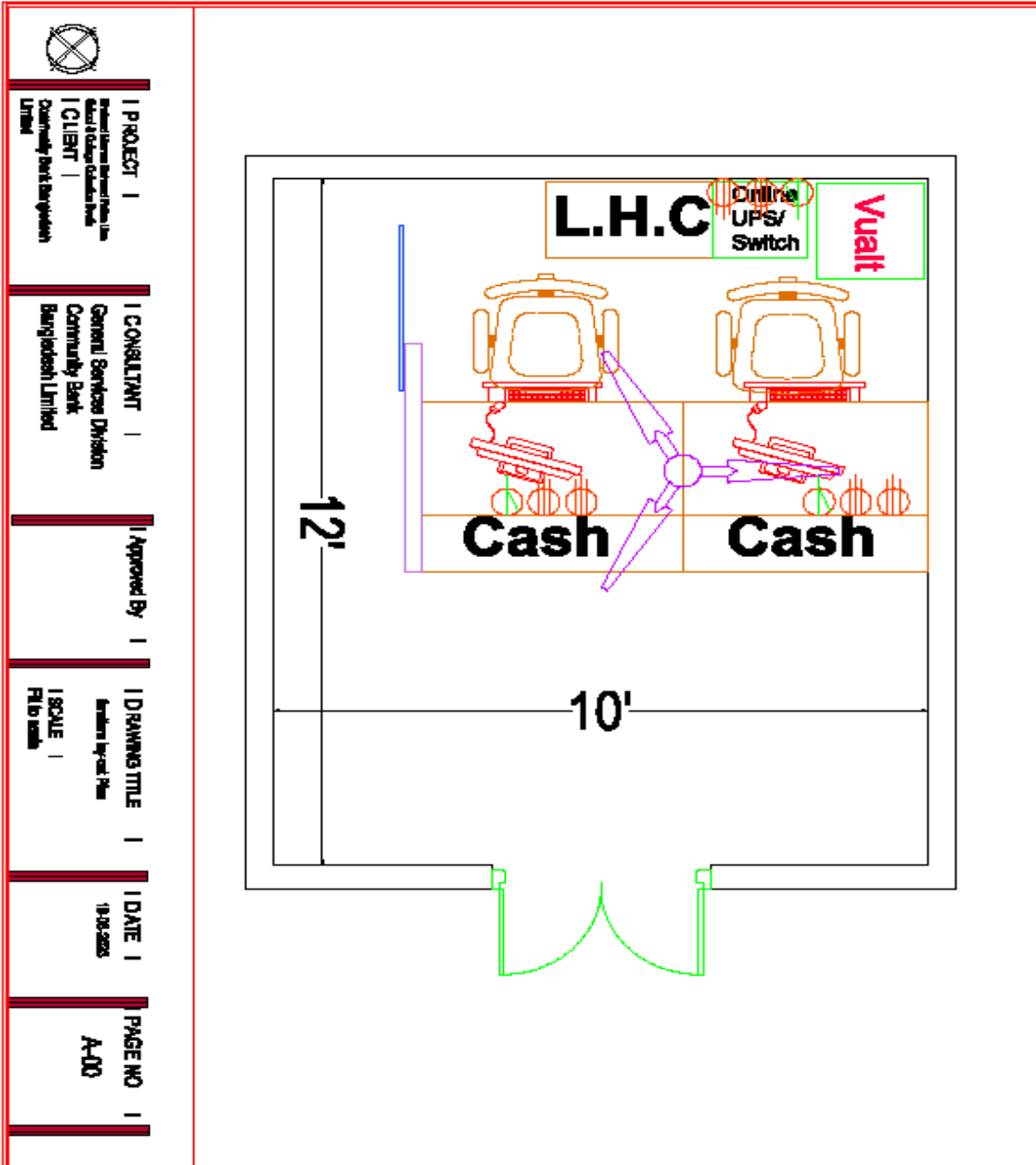
| Summary of Price Quotation for set up of Shahid Mamun Mahmud Police Line School & College Collection Booth,Rajshahi. | | |
|---|-----------------------------|--|
| SN. | Description of works | Amount in BDT (including VAT & Tax) |
| A | Civil Works | |
| B | Electrical works | |
| C | Paint works | |
| D | Miscellaneous works | |
| E | FURNITURE WORKS | |
| Grand Total | | |

BOQ for set up of Shahid Mamun Mahmud Police Line School & College Collection Booth, Rajshahi.

| Item | Description | Unit | Quantity | Rate | Amount in BDT (including VAT & Tax) |
|---|---|------|----------|------|-------------------------------------|
| A. CIVIL WORKS | | | | | |
| 1 | Site Preparation, Dismantling & Cleaning Works | Job | 1.00 | | |
| 2 | MIRROR POLISHED HOMOGENEOUS FLOOR TILES : Supplying, fitting and fixing homogeneous floor tiles [Imported] of 24" x 24" size and quality on 20 mm thick cement mortar (1:2) base or by 'CONMIX' base and raking out the joints with white cement and colored pigment including cutting by electric disk cutter and laying tiles in proper way in/c chipping or dismantling of existing floor if necessary and finishing with care etc. complete in all respect as per design drawing and direction of Consultant / Bank Authority. | Sft. | 152.00 | | |
| Sub-Total Amount in BDT for Civil Works= | | | | | |
| B. Electrical works | | | | | |
| 1 | LED PANEL LIGHT FITTING [Energypac or Equivalent, Size: 6" dia (Square/Round)] approved type down light shade [reflector] with minimum 12 watt Energypac /Equivalent LED light in/c supply of all necessary consumable materials, compatible to local voltage variation, complete in all respect in/c testing & commissioning, as per design, drawing and direction of Consultant / Bank Authority. | NOS | 6.00 | | |
| 2 | SINGLE TUBE light [Size: 4' - 0"] 1x4'x40 watt approved type single tube light fitting with light consisting of superior quality ballast, starter, holder, 22 SWG sheet/steel powder coated base, necessary wiring with approved brand cables, other standard accessories/consumables, compatible to local voltage variation, complete in all respect in/c testing & commissioning, as per design, drawing and direction of Authority. | NOS | 2.00 | | |
| i) | 3/4" dia PVC Pipe | Rft | 100.00 | | |
| ii) | 3/4" dia flexible pipe | Rft | 100.00 | | |
| iii) | 1" PVC Channel | Rft. | 100.00 | | |
| 3 | Cables Works | | | | |
| i) | 1x 1.5 rm BYA Light wiring(BRB) | Rft. | 328.00 | | |
| ii) | 1x 2.5 rm BYA power wiring(BRB) | Rft. | 328.00 | | |
| iii) | 1x 4 rm BYA wiring (BRB) | Rft. | 328.00 | | |
| vi) | (2.5) RE BYA(Green) wire(BRB) | Rft. | 100.00 | | |
| 4 | ELECTRICAL SOCKET OUTLETS Supplying, fitting and fixing 240V, single phase following socket outlet in/c wiring conceals/surface with necessary wiring through water grade PVC pipe/channel or required size in/c supply of switches, switch box, ebonite cover, ceiling rose etc. Complete in all respect in/c testing & commissioning, as per design, drawing and direction of Authority. 32 amp, 3 pin round socket for AC. | | | | |
| i) | 5A,3 Gang (1way) Switch | Pcs. | 2.00 | | |
| ii) | 20 AMP DP Switch | Pcs. | 1.00 | | |
| iii) | 10A, 2 Pin Scket | Pcs. | 2.00 | | |
| iv) | 13A, 3 Pin Scket Multi Scket | Pcs. | 10.00 | | |
| v) | Mk Steel Bos(3"x3"x2") | Pcs. | 15.00 | | |
| vi) | SDB Board-(Plastic) | Pcs. | 1.00 | | |
| 5 | CEILING FANS supply and installation of 220V, 50Hz imported Ceiling fan of 56" dia including all accessories etc. all complete up to testing & commissioning as per full satisfaction of Engineer in charge. | Pcs. | 1.00 | | |
| Sub-Total Amount in Tk. For electrical works = | | | | | |
| C. Paint works | | | | | |
| 1 | ACRYLIC EMULSION PAINT (walls, board) Providing and applying Acrylic Emulsion paint finish to Plaster surfaces of approved make, best quality, colour, texture and shade delivered from authorized local agent of the manufacturer in a sealed container, in two coats (surface and finish acceptable to the Bank must be achieved by the contractor within two coats and any additional coats if required shall be at the cost of the contractor), including preparing existing surfaces | Sft | 700.00 | | |

| Item | Description | Unit | Quantity | Rate | Amount in BDT (including VAT & Tax) |
|--|--|------|----------|------|-------------------------------------|
| 2 | Enamel PAINT Providing and applying enamel paint finish wherever applicable, best quality, colour, texture and shade delivered from authorized local agent of the manufacturer in a sealed container, in two coats (surface and finish acceptable to the BANK must be achieved by the contractor within two coats and any additional coats if required shall be at the cost of the contractor), including preparing existing surfaces | Sft | 100.00 | | |
| Sub-Total Tk. for Paint works = | | | | | |
| D. Miscellaneous works | | | | | |
| 1 | ALUMINUM SLIDING DOOR: Supplying, fitting and fixing of aluminum sliding windows/doors of 3" silver colored anodized aluminum section with all foreign made hardware of best quality available viz: handle, locks, wheels original bronze anodized star head matching screws, weather seal/ Mohair, rubber gasket, rivets, neoprene, sealant etc. in/c fitting and fixing of distortion free 5 mm thick clear float glass of approved quality and shade of foreign origin in/c fixing all necessary accessories etc. Complete in all respect as per design, drawing and direction of Consultant / Bank Authority. | | 30.00 | | |
| 2 | PVC DOOR MAT Supplying, fitting and fixing best quality imported PVC mat [Dust catcher] complete in all respect as per direction of Consultant / Bank Authority. | Sft | 30.00 | | |
| 3 | Full Height Partition: Supplying, fitting and fixing partition of ½" thick Plain PARTEX board having maximum compressive pressure, suspended from existing R.C.C. ceiling of the building at a level of 8'-0" [or as per direction] height on a 2'-0" x 2'-0" grid frame work of 1 x 2 wooden section of best quality seasoned Garjan wood in/c anchoring the alternate junctions with 12 SWG double ply G.I. wire fixed to the ceiling by rowel plug, screws, hooks, nails etc. maintaining straight lines and desired finished level at bottom face with vertical wooden strut a required in/c making holes in slabs, or beams by electric drill machine & mending good the damages if any, during execution of the work in/c cost of all materials, accessories, scaffoldings, labour for installation, screws, nails, etc, making | Sft | 40.00 | | |
| Sub-Total Amount in Tk. For Miscellaneous works = | | | | | |
| D. FURNITURE WORKS | | | | | |
| 1 | TELLER & BILLING COUNTER (WOODEN STRUACTURE WITH MELAMINE BOARD): Supply, making, fitting & fixing of Teller counter made of Melamine board (Approved colour), with 10mm thick glass at top of the counter fitted with S.S metal post, & front side 10mm glass, bottom t-5 light arrangement also having melamine laminated board (Approved colour) work top with & key board for each etc. complete in all respect as per design, drawing and direction of Consultant / Bank Authority. | Rft | 8.00 | | |
| 2 | OFFICER CHAIR: Supply, fitting and fixing of imported High Back Cluster wheel, With Arm Rest, Head rest, Fabric / PU upholstery, Mesh Back, Back adjustable, height adjustable , Caster Mounted (Revolving), Approved Color, Durable Upholstery, as per design & direction of Architect. [Sample should be subject to approval] | NOS | 2.00 | | |
| 3 | LOW HEIGHT CABINET Supply, fitting & fixing of low height cabinet made of 3/4" Partex board (Approved Colour) and best quality hardware materials etc. complete in all respect as per design, drawing and direction of Consultant / Bank Authority. | Sft | 12.00 | | |
| 4 | Gauge/ Sheet: 20 gauge MS Sheet Number of Drawer: 3 drawers with 20 gauge MS Sheet Paint: Spray Paint | Pcs. | 1.00 | | |
| Sub-Total Amount in Tk For Furniture works = | | | | | |
| Grand Total Amount | | | | | |

Working Drawing




PROJECT | **General Service Division**
CLIENT | **Community Bank Bangladesh Limited**
CONSULTANT | **General Service Division Community Bank Bangladesh Limited**
Approved By | _____
DRAWING TITLE | **General Service Division**
SCALE | **1:100**
DATE | **18/05/2023**
PAGE NO | **A-100**

Shahid Mamun Mahmud School & College Collection Booth Existing Location



