

Date- April 17, 2024

Tender Reference# CBBPLC./GSD/RFQ/2024/0027

Tender Title- UPC (Unit Price Confirmation) i.e. unit rate as well as Technical Specifications for supply of Steel Furniture at Community Bank Bangladesh PLC., both at Head Office, Branch, Sub Branch etc.

Dear Sir,

Quotation (BOQ with Technical Assessment Sheet attached herewith) is hereby invited UPC (Unit Price Confirmation) i.e. unit rate as well as Technical Specifications for supply of

i) Steel Furniture

at Community Bank Bangladesh PLC., both at Head Office, Branch, Sub Branch etc.

Mentionable that based on UPC as well as technical aspect, the said items will be immediately be purchased for several branches. On the other hand, UPC shall be valid for next 06 (six) months after Bank's confirmation. Any project anywhere in Bangladesh shall be estimated based on Bank's requirement and UPC (Unit Price Confirmation) for the next 06 (six) months.

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 2.00 P.M. on April 29, 2024** addressing "Chair, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBPLC./GSD/RFQ/2024/0027)

- ✓ No advance will be allowed in this regard.
- ✓ All price/ rate should be inclusive of Carrying Charge, Installation Cost and related Materials, VAT and Tax which will be deducted from source during payment of final bill after satisfactory completion of the works.
- ✓ Retention money will be kept i.e. 10% of the total payable bill will be kept for 01 (one) year (in case, total work order value is above BDT 50,000.00)

Other terms, conditions and mode of payment will be as under:

- a) Ready stock will be given preference
- b) You will have to provide one year free service warranty with spare parts.
- c) Delivery Challan duly received by branch is to be submitted along with the bill.
- d) You will have to obtain verbal approval from us prior to install/ delivery of the Furniture at Branch/ Division.
- e) Date of delivery or completion of work will be counted from the date of Work Order received/ acknowledged either by signing the photocopy of Work Order or by e-mail confirmation whichever is earlier.
- f) In the event of supply of the mentioned items, if the said items does not match with as per requirement/approved quotation then, the Bank reserves full right of outright rejection of the items, and the supplier will have to take back the supplied items at their own cost and will have to replace the said items with acceptable within the time frame as mutually agreed-upon by the Bank and the Supplier.
- g) The product must be supplied as per specification mentioned in quotation. If any change, Supplier will have to consult with the General Services Division, Head Office of the Bank.
- h) In case of deviation from the quality and specification and/or delay in supply, bank preserves full right to reject the materials and cancel the work order without showing any reason.
- i) In case of any deficiency in the delivered product, supplier will have to make necessary rectification the same immediately at Supplier own cost on receipt of complain.
- j) No additional bill/work will be entertained without prior permission of the concerned Division.



- k) The bidder must be regular tax payer.
- l) Final offer should be valid for Minimum 06 (six) months
- m) Price quotation includes carrying cost, Installation charge, labor charge and other charge thereof.
- n) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- o) Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
- p) Must Submit Trade License, TIN, 13 Digit BIN Copy
- q) The bank reserves the right to accept or reject any or all quotation at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Bank's action.
- r) Selected Bidder must ensure to site Installation & Testing on site after sales support for the full warranty period
- s) For any type of sub-standard quality product from selected bidder end, the Bank reserve the right for outright rejection of the goods, which you will take back at bidder own cost and will replace with acceptable quality within (10) ten days of the rejection.

Payment:

- Bill should be submitted along with Work Order and Delivery Challan and performance certificate signed by the Branch Authority.
- Price includes delivery, installation including all installation materials and commissioning charges.
- All Price should be including all VAT and TAX. Necessary VAT & Tax will be deducted from your bill as per latest Govt. circular.
- Payment will be made after submission the bill only through account with Community Bank Bangladesh Ltd. Thus, before final payment you have to open account with our Bank.

Please, Financial & Technical Offer Must be submitted as per the format attached herewith.

Vendors whose scope of works does not match with the said job need not to submit their offer.

Regards,

(SM Shahin Iqbal)
Member Secretary, Purchase Committee
VP & HoGSD



**Financial Offer Format**

SN	Item	Specifications	Size	Unit	Unit Rate In BDT (Including VAT & TAX)	
					Inside Dhaka	Outside Dhaka
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)	in sft.		
				in nos		
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 ¼ 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		
8	Fire Proof Iron Safe	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 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. 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 Fire Protection: The gap between the inner & outer body should be filled up with the best quality fireproof materials. Painting Works: The iron safe should be of rust proof Oxide and hammer spray painting conforming to international standard	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		



Sl	Item	Specifications	Size	Unit	Unit Rate In BDT (Including VAT & TAX)	
					Inside Dhaka	Outside Dhaka
9	Locker	Size: Standard size in accordance with Chamber Numbers Outer: 6 mm MS Plate Inner: 16 gauge Door: 9 mm with 20 gauge standard steel sheet	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	Gauge/ Sheet: 18 gauge MS Sheet Locking Arrangement: Double locking arrangement with heavy type Hatchball & double Handling system Paint: Spray Paint	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		

