

Date- April 21, 2024

Tender Reference# CBBPLC./GSD/RFQ/2024/0028

Tender Title- **UPC (Unit Price Confirmation) i.e. unit rate as well as Technical Specifications for supply of Wooden 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) Wooden 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/2024/0028)

- ✓ 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	Items	Bank's required Brand/ Specifications	Unit	Your specification (whether complied or not with Bank's requirement)	Unit Rate In BDT (Including VAT & TAX)	
					Inside Dhaka	Outside Dhaka
1	Manager Table with Side Table	Structure will be MS & Top 25 mm Board, Color: Graphite, Table Size: 1800x1600x750 mm, as per Bank's standard	Nos			
2	Manager Chair	SS Chair Base with Foreign mesh fabrics, High Back (Imported (boho/merryfair/euro & equivalent), Color: Black	Nos			
3	Operation Manager Table	Structure will be MS & Top 25 mm Board, Color: Graphite, Table Size: 1500x750x750 mm	Nos			
4	Operation Manager Side Table	Structure will be MS & Top 25 mm Board, Color: Graphite, Table Size: 1050x450x650 mm	Nos			
5	Operation Manager Chair	SS Chair Base with Foreign mesh fabrics, High Back (Imported (boho/merryfair/euro & equivalent), Color: Black	Nos			
6	Officer Table (4' 6")	Structure will be MS & Top 25 mm Board, Color: Graphite, Table Size: 1350x750x750 mm	Nos			
7	Officer Table (4')	Structure will be MS & Top 25 mm Board, Color: Graphite, Table Size: 1200x750x750 mm	Nos			
8	Officer Table (3'6")	Structure will be MS & Top 25 mm Board, Color: Graphite, Table Size: 1050x750x750 mm	Nos			
9	Officer Side Table	Structure will be MS & Top 25 mm Board, Color: Graphite, Table Size: 1050x450x650 mm	Nos			
10	Officer Chair	SS Chair Base with Foreign mesh fabrics (Imported (boho/merryfair/euro & equivalent), Color: Black	Nos			
11	Officer Visitor Chair	SS Chair Base with Foreign mesh fabrics (Imported (boho/merryfair/euro & equivalent), Color: Black	Nos			
12	Meeting Table	MS Structure & MFC Board	Nos			
13	Meeting Chair (equivalent of office chair)	SS Chair Base with Foreign mesh fabrics (Imported (boho/merryfair/euro & equivalent), Color: Black	Nos			
14	Mobile Drawer	MFC Board, 3 drawers, Size: 400x475x650 mm	Nos			
15	Office Sofa Two- Seater	Fabric/ Regin, as per Bank's standard	Nos			
16	Center Table	MS Glass with Paint, Standard size	Nos			
17	Dining Chair	SS Structure & Ply wood, Standard Size	Nos			
18	Photocopy Table	MFC Board, Top 25 mm, body 18 mm thick, Size: 900x900x750 mm	Nos			
19	Peon Stool	SS Structure with rexin	Nos			
20	Dressing Table with Seater	MFC Board, with mirror standard size	Nos			
21	03-seater waiting chair (steel)	Silver stainless steel 03-seater waiting chair, standard size	Nos			