

**Tender Reference:** CBBL/GSD/RFQ/2025/0012

**Tender Title:** UPC (Unit Price Confirmation) i.e. fixation of unit rate as well as Technical Specifications for supply of Queue Management System (QMS) at Community Bank Bangladesh PLC., both at Branch and Sub Branch etc.

Dear All,

Greetings from Community Bank Bangladesh PLC!!

Community Bank Bangladesh PLC. 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 Queue Management System (QMS) at Community Bank Bangladesh PLC., both at Branch and Sub Branch etc. 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 January 30, 2025.

**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 PLC., Police Plaza Concord, Tower-2, Road-144, Plot-02, Gulshan-01, Dhaka by 12.00 PM (Bangladesh Standard Time) January 26, 2025.. The purchaser reserves the right change the Time schedule at any time. **30,**
- 8) *Required Content of the Quotation:* Quotation must be submitted as per prescribed form as instructed below:
  - i) The bidders must have similar experience in Banking sector
  - ii) The bidder must mention all the Functional Features of their System
  - iii) The bidder must mention all the dependency (if any) regarding installation and full mobilization of the system. Bank may ask for see the demo version/ visit their works at different organization



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- 9) **Quotation Validity:** The Quotation shall be valid for 06 (six) months 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)/ Work Order (WO).
- 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) Mode of Payment is to be mentioned in the offer. Community Bank Bangladesh PLC. discourages advance payment if not necessary. Please note that "Retention money" will be kept i.e. 10% of the total payable bill (if work order value is above BDT 50,000.00) will be kept for 01 (one) year.

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 PLC.

For  
23/01/25





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### FINANCIAL OFFER FORMAT

SN	Item Name	Specificatin Points	Specification	Unit Rate (including Transport inside Dhaka and VAT & Tax)	Unit Rate (including Transport outside Dhaka and VAT & Tax)	
1	TOKEN DISPENSER KIOSK	Brand				
		Model				
		Country of Origin				
		Operating System				
		Dimension				
		Net Weight				
		Computer				
		PC Configuration	CPU			
			RAM			
			SSD			
			Port			
		Ethernet Port				
		Screen Function Button				
		Screen Size				
		Receipt Printer				
		Language Support				
		Network Connectivity				
Body						
Key Board						
Printer						
Print Speed						
2	Counter LED	Brand				
		Model				
		Country of Origin				
		Connectivity				
		Control System				
		Size of the Board				
		Display Area				
		Digit Height				
		No. of digits				
		Type of Digit				
		Message Type				
		Casing				
		Power Supply				
3	43" LED Smart Internet TV	Screen Size				
		Brand				
		Model				
		Country of Origin				
		Display Type				
		Resolution				
		Processor				
		USB				
		HDMI				
		Bluetooth				
		Wi-Fi				
		Dimension				
		Stand (WxHxD)				
Set Size without Stand						






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SN	Item Name	Specificatin Points	Specification	Unit Rate (including Transport inside Dhaka and VAT & Tax)	Unit Rate (including Transport outside Dhaka and VAT & Tax)
4	Sound System for Voice Announcement	Brand			
		Model			
		Manufacturer			
		Country of Origin			
		Assembly			
		Rated Input			
		Frequency Response			
		Ceiling Thickness			
		Weight			
5	1200 VA UPS	Brand			
		Model			
		Country of Origin			
		Assembly			
		Voltage			
		Frequency			
		Transfer Rate			
		Weight			
6	Software Specification (Licensed Version)	Details			



*[Handwritten Signature]*

*[Handwritten Signature]*