

Tender Reference: CBBL/GSD/RFQ/2025/0019

Tender Title: "UPC and RFQ (Request for Quotation) supply of different kinds of Lights at Head Office, Community Bank Bangladesh PLC."

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 different kinds of Lights at Head Office, Community Bank Bangladesh PLC. 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 February 23, 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:** Head Office, Community Bank Bangladesh PLC.
- 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) February 23, 2025.. 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 PLC.
 - ii) Complete Proposal / Offer must be signed with date by the authorized representative of the company.
 - iii) Must mention the subject line "UPC and RFQ (Request for Quotation) supply of different kinds of lights of Community Bank Bangladesh Limited. RFQ: (CBBL/GSD/RFQ/2025/0019)" in top of the Envelope.



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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.

B. Financial Terms & Conditions:

- 1) Quoted Price must include material, labor and service charges (if any) 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.



SN	ITEM DESCRIPTION	Rate (including VAT & Tax)	Remarks
1	18W LED PANEL LIGHT (Round)		
2	18W LED PANEL LIGHT (Square)		
3	12W LED PANEL LIGHT (Round)		
4	12W LED PANEL LIGHT (Square)		
5	6W LED PANEL LIGHT (Round)		
6	6W LED PANEL LIGHT (Square)		
7	18W LED SURFACE LIGHT (Round)		
8	18W LED SURFACE LIGHT (Square)		
9	12W LED SURFACE LIGHT (Round)		
10	12W LED SURFACE LIGHT (Square)		
11	15W LED BULB (Thread Type)		
12	15W LED BULB (PIN Type)		
13	12W LED BULB (Thread Type)		
14	12W LED BULB (PIN Type)		
15	4' LED CATA TUBE LIGHT SHADE (Covered)		
16	2' LED CATA TUBE LIGHT SHADE (Covered)		

