

Date- May 13, 2025

Tender Reference# CBBL/GSD/RFQ/2025/0036

Tender Title- RFQ (Request for Quotation) for UPC (Unit Price Confirmation) of financial offer for Electrical Wiring Inspection Works and Issue Certificate for 18 Branch & 5 Sub Branch of Community Bank Bangladesh PLC.

Dear Sir,

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 12.00 P.M. on May 19, 2025** addressing "**Chairman, Purchase Committee, Community Bank Bangladesh PLC.**(Tender Reference# CBBL/GSD/RFQ/2025/0036)

- ✓ Only relevant eligible vendors are requested to submit the quotation.
- ✓ 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.

General terms & conditions:

- a) Bidder must submit ABC License (Electrical License Board) of assessor.
- b) Assessor must be a member of Engineers Institution of Bangladesh (IEB).
- c) Bidder must submit assessors IEB membership card copy.
- d) Bidder must submit an assessment form (provide by Bank).
- e) Bidder must issue Certificate regarding safety and consistency of existing electrical setup of the location.

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

- a) The bidder shall have to submit the price in letter head pad including VAT & Tax (**25%**).
- b) Financial offer should be valid for 06 to 12 months.
- c) Price quotation includes carrying cost, labor charge and other charge thereof.
- d) 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.
- e) In the event of supply of the mentioned items/services, if the said items/services do not match with as per requirement/approved quotation then, the Bank reserves full right of outright rejection of the items/services.
- f) The product/services 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.
- g) In case of deviation from the quality and specification and/or delay in supply of goods/service, bank preserves full right to reject the materials and cancel the work order without showing any reason.
- h) In case of any deficiency in the delivered product/services, supplier will have to make necessary rectification the same immediately at Supplier own cost on receipt of complain.
- i) No additional bill/work will be entertained without prior permission of the General Services Division.
- j) Delivery Challan/Work completion certificate duly received by branch/Head Office is to be submitted along with the bill.
- k) The bidder must be regular tax payer.
- l) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- m) Considering the Experience, quality and other factors, CBBL. is not liable to select the lowest bidder.



- n) Must Submit Trade License, TIN, 13 Digit BIN Copy
- o) 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.
- p) For any type of sub-standard quality product/service from selected bidder end, the Bank reserve the right for outright rejection of the goods/services, 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 (Duplicate Copy) 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 PLC. Thus, before final payment you have to open account with our Bank.

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

Regards



Md. Zahid Ibne Anwar
Head of GSD (Current Charge)
Community Bank Bangladesh PLC.



BOQ for UPC Confirmation for Electrical Wiring Inspection Works and Issue Certificate for 18 Branch & 5 Sub Branch					
SN	Particulars	Unit	Qty	Unit rate Inside Dhaka (Including VAT & TAX)	Unit rate Outside Dhaka (Including VAT & TAX)
1	Electrical Wiring Inspection: Visit respective Branch/Sub Branch and assess the electrical wiring system of Branch/Sub Branch including All Electrical Parameter, Electrical Appliance Load, Electrical Panel, Related Circuit Breaker verify that all electrical wiring installations comply with safety regulations, electrical codes - NEC and share certificate with necessary recommendation (if any).	Job	1		

List of Branch & Sub Branch		
SN	Branch Name	Branch Location
1	Corporate Branch	Gulshan -1, Dhaka
2	Motijheel Branch	Dainik Banglar Moor, Dhaka
3	Mawna Branch	Mawna, Gazipur
4	Panchabati Branch	Panchabati, Narayanganj
5	Noapara Branch	Hobiganj, Sylhet
6	Agrabad Branch	Chattogram
7	Gulshan Branch	Gulshan Avenue, Dhaka
8	Dhanmondi Branch	Satmasjid Road, Dhaka
9	Chawkbazar Branch	Water Works Road, Chawkbazar Dhaka
10	Uttara Branch	Azampur, Dhaka
11	Panchdhona Branch	Panchdona, Narshingdi
12	Mirzapur Branch	Mirzapur, Tangail
13	Gouripur Branch	Gouripur, Cumilla
14	Khulna Branch	Shibbari Moor, Khulna
15	Ranirbandar Branch	Ranirbandar, Dinajpur
16	Nawabganj Branch	Dhaka
17	Anderkilla Branch	Chattogram
18	Fulbaria Branch	Fulbaria, Mymensingh
19	Malopara Sub Branch	Malopara, Rajshahi
20	Sir Iqbal Road (Kalibari) Sub Branch)	Sadar Thana, Khulna
21	Cox's Bazar Sadar Sub Branch	Cox's Bazar
22	Sylhet Sadar Sub Branch	Subidbazar, Sylhet
23	Rangpur Sadar Sub Branch	Jahaz Company Moor, Rangpur.





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Date: DD / MM / YYYY

1	Building Details	<input type="checkbox"/> Multi-Storied	<input type="checkbox"/> Under Construction	<input type="checkbox"/> Other
2	Building Type	<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential	<input type="checkbox"/> Police Establishment <input type="checkbox"/> Other
3	Number of Floors	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/>
4	PDB/BREB Approved Load Capacity			
5	Electricity Connectivity Type	<input type="checkbox"/> Single Phase	<input type="checkbox"/> Three Phase	
6	Is there any PFI?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	PFI Reading:
7	Generator Availability	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Generator Capacity: KW/MW
8	Number of Meter:	Type of Meter	<input type="checkbox"/> Single Phase	<input type="checkbox"/> Three Phase
9	Last Month Usage:KW		Last Month Bill Amount:	
10	Any Incident due to electrical issues after Last Inspection		<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes, please describe:			

Checklist for Main Distribution Board (MDB):	
1	No. of Main Circuit Breaker :Rating: 1. ____ Amp 2. ____ Amp 3. ____ Amp
2	No. of Circuit Breaker for AC :Rating:Amp
3	No. of Circuit Breaker for Light:Rating:Amp
4	No. of Circuit Breaker for UPS : Rating:Amp
5	Any other Circuit Breaker : Rating:Amp
6	Circuit breaker in the panels clearly leveled? <input type="checkbox"/> Yes <input type="checkbox"/> No
7	Is the condition of Bus Bar ok? <input type="checkbox"/> Yes <input type="checkbox"/> No
8	Cable rating of Main Circuit BreakerAmp
9	Present load at MDB : L1Amp L2Amp L3..... Amp / Total - KW
10	Is multi meter available at MDB? <input type="checkbox"/> Yes <input type="checkbox"/> No
11	Is proper Cable Lug available for all connectivity?
12	PDB/BREB input Phase Voltage: V
13	PDB/BREB Phase Current:Amp
14	Is proper Earthing available? <input type="checkbox"/> Yes <input type="checkbox"/> No
15	Earth Voltage (Earth- Neutral): Earth Resistance:
16	Surge Protector Availability: <input type="checkbox"/> Yes <input type="checkbox"/> No
17	Is fire protection device available near MDB? <input type="checkbox"/> Yes <input type="checkbox"/> No
18	Mention the expiry date If fire extinguisher available? DD/MM/YYYY

Branch Representative's Signature _____

Inspection Company Name:	
Inspector Name:	
Contact No.:	

Inspector's Comment:	Time: Start: ____:____ AM/PM End: ____:____ AM/PM
<div style="text-align: right; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 200px; display: inline-block;"></div> Inspector's Signature </div>	





Electrical Wiring Inspection Report

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Annexure-A

Major Checklist:	
1	Substation Capacity:
2	Centralized Online UPS Quantity & Capacity:
3	Service Drop Distance:
4	Any Stabilizer Availability <input type="checkbox"/> Yes <input type="checkbox"/> No
5	Any Billboard Connection? <input type="checkbox"/> Yes <input type="checkbox"/> No
6	Highest Single AC Capacity: Ton
7	Surge Protection Availability in Building or Branch: <input type="checkbox"/> Yes <input type="checkbox"/> No
8	Kitchen Equipment Availability <input type="checkbox"/> Gas Burner <input type="checkbox"/> Electric Kettle <input type="checkbox"/> Microwave Oven <input type="checkbox"/> Others
9	Emergency Exit <input type="checkbox"/> Yes <input type="checkbox"/> No
10	Fire Alarm <input type="checkbox"/> Yes <input type="checkbox"/> No
11	Emergency Contact Number Available near Fire Panel <input type="checkbox"/> Yes <input type="checkbox"/> No

Other Checklist:	
1	Lightning Arrestor
2	Substation Protection Equipment <input type="checkbox"/> Gas <input type="checkbox"/> Water
3	Substation Environment Control
4	DG Capacity
5	Power Connection
6	Wiring has completed accurately <input type="checkbox"/> Yes <input type="checkbox"/> No
7	Service Pipe Fixing Done Properly <input type="checkbox"/> Yes <input type="checkbox"/> No
8	Main Board Fixing Done Properly <input type="checkbox"/> Yes <input type="checkbox"/> No
9	Earth ROD Fixing Done Properly <input type="checkbox"/> Yes <input type="checkbox"/> No
10	PFI (Power Factor Improvement) is available? <input type="checkbox"/> Yes <input type="checkbox"/> No
11	Bus Bar Rating & Circuit Breaker Rating ok or not <input type="checkbox"/> Yes <input type="checkbox"/> No
12	Surge Protector available <input type="checkbox"/> Yes <input type="checkbox"/> No
13	Service Wire Quantity 4/3/2 Phase
14	Service Drop Distance Meter
15	Any Damage to the insulation of Electrical Cables? <input type="checkbox"/> Yes <input type="checkbox"/> No
16	Any non-insulated electrical joints? <input type="checkbox"/> Yes <input type="checkbox"/> No
17	Any cables lying near hot plates? <input type="checkbox"/> Yes <input type="checkbox"/> No
18	Any damaged sockets/plug points in the Branch? <input type="checkbox"/> Yes <input type="checkbox"/> No
19	Any bare wires inserted into plug point? <input type="checkbox"/> Yes <input type="checkbox"/> No
20	Whether grounding of equipment with metal body done? <input type="checkbox"/> Yes <input type="checkbox"/> No
21	Are portable tools double insulated? <input type="checkbox"/> Yes <input type="checkbox"/> No
22	Whether circuit breaker in the panels clearly leveled in SDB? <input type="checkbox"/> Yes <input type="checkbox"/> No
23	Main switch for cutting off supply to the lab marked? <input type="checkbox"/> Yes <input type="checkbox"/> No
24	Any obstruction in front of the distribution board? <input type="checkbox"/> Yes <input type="checkbox"/> No
25	Are Multiplug sockets in use? <input type="checkbox"/> Yes <input type="checkbox"/> No
26	Number of Power Strips/Multiplug 2-Pin Round: ____ Pcs Flat: ____ Pcs 3-Pin Round: ____ Pcs Flat: ____ Pcs
27	Number of Sockets 2-Pin Round: ____ Pcs Flat: ____ Pcs 3-Pin Round: ____ Pcs Flat: ____ Pcs
28	Proper tags attached to equipment's out of order/under repair? <input type="checkbox"/> Yes <input type="checkbox"/> No
29	Whether electrical cables are laid along the passage <input type="checkbox"/> Yes <input type="checkbox"/> No
30	Is there periodic maintenance of air conditioners? <input type="checkbox"/> Yes <input type="checkbox"/> No
31	Whether metallic objects worn by personnel conducting electrical experiments? <input type="checkbox"/> Yes <input type="checkbox"/> No
32	Insulating mats provided for high voltage experiments. <input type="checkbox"/> Yes <input type="checkbox"/> No





Electrical Wiring Inspection Report

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33	Are Live parts of the experimental setup properly insulated or protected to prevent contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No
34	Caution Labels displayed near high voltage experiment setups?	<input type="checkbox"/> Yes <input type="checkbox"/> No
35	Any Opening on switch/panel boards	<input type="checkbox"/> Yes <input type="checkbox"/> No
36	Are all extension cords & equipment's cords run so as to prevent damage to the cord insulation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
37	Are all extension cords & equipment's cords placed in such a manner as to minimize the risk of tripping over the cord?	<input type="checkbox"/> Yes <input type="checkbox"/> No
38	Do extension cords remain in use for less than 30 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No
39	Do all electrical panels have a clear area at least 36 inches by 36 inches centered on the panel, in front?	<input type="checkbox"/> Yes <input type="checkbox"/> No

