

Date- June 17, 2025

Tender Reference# CBBL/GSD/RFQ/2025/0048

**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 June 25, 2025** addressing "Chairman, Purchase Committee, Community Bank Bangladesh PLC.(Tender Reference# CBBL/GSD/RFQ/2025/0048)

- ✓ 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 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	<b>Electrical Wiring Inspection:</b> 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, Mymenshingh
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.

