

Date- June 22, 2025

Tender Reference# CBBL/GSD/RFQ/2025/0049

Tender Title- UPC (Unit Price Confirmation) as well as RFQ (Request for Quotation) for Deep Clean & Pest Control for Branch, sub branch & Head Office.

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 26, 2025** addressing "Chairman, Purchase Committee, Community Bank Bangladesh PLC.(Tender Reference# CBBL/GSD/RFQ/2025/0049)

- ✓ 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.

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

- a) The company must guarantee that no insects will appear for at least 3 months after the pest control service. If any do, they will provide free service.
- b) 50% payment will be made after the job is done. The remaining 50% will be paid after 3 months.
- c) The bidder shall have to submit the price in letter head pad including VAT & Tax.
- d) Financial offer should be valid for 06 months.
- e) Price quotation includes carrying cost, labor charge and other charge thereof.
- f) Date of delivery or completion of work will be counted from the date of Work Order received/ acknowledged either by signing the original copy of Work Order or by e-mail confirmation whichever is earlier.
- g) For all services including Deep Clean Works, Pest Control Services, Cockroach Control Services, Rat Control Services, and Termite Control Services, the service provider must ensure that all spray chemicals and machinery used are of high quality and of imported origin preferable.
- h) 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.
- i) 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.
- j) 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.
- k) 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.
- l) No additional bill/work will be entertained without prior permission of the General Services Division.
- m) Delivery Challan/Work completion certificate duly received by branch/Head Office is to be submitted along with the bill.
- n) The bidder must be regular tax payer.
- o) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- p) Considering the Experience, quality and other factors, CBBL. is not liable to select the lowest bidder.
- q) Must Submit Trade License, TIN, 13 Digit BIN Copy



- r) 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.
- s) 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


22/06/2025

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



Deep Clean & Pest Control for Branch, Sub Branch & Head Office

SN	Description	Unit	Unit Price
1	Carpet Shampooing: Will be done by the latest carpet shampooer machine and drying by the heavy-duty dryer with special dry foam shampoo.	Per sit	
2	Upholstery Shampooing: Will be done by the latest Power Brush Upholstery shampooer machine with special Dry foam shampoo and drying by the heavy-duty dryer.	Per Chair	
3		Per Seater Sofa	
4	Floor scrubbing: Floor scrubbing will be done by the latest floor scrubbing machine with special floor scrubbing chemical and suction by the industrial vacuum cleaner.	Per sit	
5	Vertical Blind Cleaning: Would be done by the expert personnel with modern equipment's, chemicals.	Per sft	
6	Wash Room Deep Cleaning: Would be done by the expert personnel with modern equipment's, chemicals.	Per wash room	
7	Deep Cleaning Services: Drive-way area scrubbing & cleaning, Main entrance, stair case area cleaning, Gardening area cleaning, front side glass cleaning, Main gate inside & outside glass cleaning, ATM booth area cleaning and footpath area cleaning	Per sft	
9	Pest Control: (Cockroach, mosquito, Termite and other Insects) Services for different branches: Would be done by the expert personnel with modern equipment's, chemicals.	Per sft	
10	Rat Control: Would be done by the expert personnel with modern equipment's, chemicals	Per sft	
11	Transportation Cost (Outside Dhaka)	01 job	

*** Transportation within Dhaka—up to a 60-kilometer radius—is included at no additional cost.

