

Date- July 28, 2025

Tender Reference# CBBL/GSD/RFQ/2025/0058

Tender Title- *UPC (Unit Price Confirmation) i.e. unit rate as well as Technical Specifications for supply of Office Furniture at Community Bank Bangladesh PLC., both at Head Office, Branch, Sub Branch etc.*

Dear Sir,

Quotation (BOQ with Technical Assessment Sheet attached herewith) is hereby invited UPC (Unit Price Confirmation) i.e. unit rate as well as Technical Specifications *for supply of*

i) Office Furniture

at Community Bank Bangladesh PLC., both at Head Office, Branch, Sub Branch etc.

Mentionable that based on UPC as well as technical aspect, the said items will be immediately be purchased for several branches. On the other hand, UPC shall be valid for next 06 (six) months after Bank's confirmation. Any project anywhere in Bangladesh shall be estimated based on Bank's requirement and UPC (Unit Price Confirmation) for the next 06 (six) months.

You are requested to submit (HARD COPY) your offer in a closed envelope as per below specification within 12.00 P.M. on July 31, 2025 addressing "Chairman, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBL/GSD/RFQ/2025/0058)

- ✓ 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.
- ✓ Retention money will be kept i.e. 10% of the total payable bill will be kept for 01 (one) year (in case, total work order value is above BDT 50,000.00)

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

- a) Ready stock will be given preference
- b) You will have to provide one year free service warranty with spare parts.
- c) Delivery Challan duly received by branch is to be submitted along with the bill.
- d) You will have to obtain verbal approval from us prior to install/ delivery of the Furniture at Branch/ Division.
- e) 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.
- f) In the event of supply of the mentioned items, if the said items does not match with as per requirement/approved quotation then, the Bank reserves full right of outright rejection of the items, and the supplier will have to take back the supplied items at their own cost and will have to replace the said items with acceptable within the time frame as mutually agreed-upon by the Bank and the Supplier.
- g) The product 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.
- h) In case of deviation from the quality and specification and/or delay in supply, bank preserves full right to reject the materials and cancel the work order without showing any reason.
- i) In case of any deficiency in the delivered product, supplier will have to make necessary rectification the same immediately at Supplier own cost on receipt of complain.
- j) No additional bill/work will be entertained without prior permission of the concerned Division.

- k) The bidder must be regular tax payer.
- l) Financial offer should be valid for Minimum 06 (six) months
- m) Price quotation includes carrying cost, Installation charge, labor charge and other charge thereof.
- n) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- o) Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
- p) Must Submit Trade License, TIN, 13 Digit BIN Copy
- q) 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.
- r) For any type of sub-standard quality product from selected bidder end, the Bank reserve the right for outright rejection of the goods, 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 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.

Please, Financial & Technical Offer Must be submitted as per the format attached herewith.

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.



Financial Offer Format for Office Furniture at Different Location

| SN | ITEMS | Delivery Location | Unit | QTY | Unit Rate (Including VAT and TAX) | Total Amount (Including VAT and TAX) |
|---|--|---|------|-----|--------------------------------------|---|
| 1 | Officer Table: Supply, fitting & fixing of partex board made top 25mm thick top Melamine partex board & Approved colour (Size: Table- 4'-6" x 2'-6") with in front perforated ms modesty, sported by MS Framing with Key board tray and best quality hardware materials etc. complete in all respect as per design, drawing and direction of the Bank authority. | Sir Iqbal Road (Kalibari) Sub Branch, Khulna. | Set | 1 | | |
| 2 | Officer Table: Supply, fitting & fixing of partex board made top 25mm thick top Melamine partex board & Approved colour (Size: Table- 4'-0" x 2'-6") with in front perforated ms modesty, sported by MS Framing with Key board tray and best quality hardware materials etc. complete in all respect as per design, drawing and direction of the Bank authority. | Motijheel Branch, Dhaka. | Set | 1 | | |
| 3 | Officer Chair: Supply, fitting and fixing of imported Low Back Cluster wheel, With Arm Rest, Fabric / PU upholstery, Mesh Back, Back adjustable, height adjustable, Caster Mounted (Revolving), Approved Color, Durable Upholstery, as per design & direction of the Bank authority. | Motijheel Branch, Dhaka. | nos | 1 | | |
| 4 | Officer Chair: Supply, fitting and fixing of imported Low Back Cluster wheel, With Arm Rest, Fabric / PU upholstery, Mesh Back, Back adjustable, height adjustable, Caster Mounted (Revolving), Approved Color, Durable Upholstery, as per design & direction of the Bank authority. | Rajbari Service Desk | nos | 1 | | |
| 5 | Visitor Chair: Supply, fitting and fixing of imported Low Back Cluster wheel, With Arm Rest, Fabric / PU upholstery, Mesh Back, Back adjustable, height adjustable, Caster Mounted (fixed), Approved Color, Durable Upholstery, as per design & direction of the Bank authority. | Rajbari Service Desk | nos | 2 | | |
| Total Amount (Including VAT and TAX) | | | | | | |

Signature of the Bidder

Seal

