

Date- July 28, 2025

Tender Reference# CBBL/GSD/RFQ/2025/0059

**Tender Title- RFQ (Request for Quotation) i.e. unit rate as well as Technical Specifications for Wooden Furniture supply and Repair & Maintenances work at Head Office.**

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) Wooden Furniture supply and Repair & Maintenances work**

at Community Bank Bangladesh PLC., Head Office.

**Mentionable that based on RFQ as well as technical aspect, the said services will be immediately be purchased for Head Office. On the other hand, rate shall be valid for next 06 (six) months after Bank's confirmation.**

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/2025/0059)

- ✓ 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) The contractor shall carry out supply, fitting, fixing, repair, and maintenance works related to office furniture (e.g., cabinets, workstation tables, notice boards, drawers, locks, pantry shutters, etc.) as per the BOQ and specifications provided. Work must be completed at designated floors and locations within the Head Office, to the full satisfaction of the Bank Authority.
- b) All furniture and repair works shall be executed using high-quality materials, including boards, hardware, locks, plywood, hinges, etc., conforming to approved color, design, and specifications.
- c) Repair tasks (e.g., drawer channel adjustments, lock replacements, workstation tabletop refitting) must ensure smooth functionality, alignment, and proper finish.
- d) Installation/repair works must not cause damage to the existing structure or surfaces. Site cleaning and finishing are mandatory after each task.
- e) Price quotation includes carrying cost, Installation charge, labor charge and other charge thereof.
- f) Delivery Challan duly received by branch is to be submitted along with the bill.
- g) 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.
- h) The product/service 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.
- i) In case of deviation from the quality and specification and/or delay in supply or sub-standard service quality, bank preserves full right to reject the materials/services and cancel the work order without showing any reason.
- 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) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- n) Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
- o) Must Submit Trade License, TIN, 13 Digit BIN Copy
- p) 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.
- q) For any type of sub-standard service quality from selected bidder end, the Bank reserve the right for outright rejection of the service.

**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**



28/07/2025

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



### Financial Offer Format for Wooden Furniture supply and Repair & Maintenances work

SN	ITEMS	UOM	QTY	Unit Rate (Including VAT and TAX)	Total Amount (Including VAT and TAX)
1	<b>Full Height Cabinet (16" depth) :</b> Supply, fitting, and fixing of full height cabinet constructed with 3/4" (18mm) Partex board of approved colour including all necessary high-quality hardware accessories (hinges, handles, locks, screws, etc.) as per approved design and working drawings. All works shall be completed in all respects including necessary edge banding, finishing, alignment, and cleaning, to the full satisfaction of the Bank Authority. (Location: Level-11,ADC)	SFT	25		
2	<b>Low Height Cabinet (16" depth) :</b> Supply, fitting, and fixing of full height cabinet constructed with 3/4" (18mm) Partex board and Top 25mm Partex board of approved colour including all necessary high-quality hardware accessories (hinges, handles, locks, screws, etc.) as per approved design and working drawings. All works shall be completed in all respects including necessary edge banding, finishing, alignment, and cleaning, to the full satisfaction of the Bank Authority. (Location: Level-11,MCA)	Sft	44		
3	<b>Notice Board Supply and Installation(2'x3'):</b> Supply and install notice board with soft board base and fabric finish wooden frame with smooth corners,full satisfaction of the Bank Authority.(Location: Level-12,Call Center)	nos	1		
4	<b>Full Height Cabinet Repair Works:</b> Supply, fit, and fix full-height cabinet backside plyboard. Provide high-quality plywood sheets suitable for cabinet backs. Measure and cut plywood accurately to fit the full height of the cabinet. Securely fix the plyboard to the backside of the cabinet using appropriate screws or nails. Ensure alignment, flush finishing, and stability of the plyboard. Clean the work area after installation. (Location: Level-11,ADC)	Sft	16		
5	<b>Work Station Table Top Repair:</b> Dismantling and refitting of work station table top, including proper fixing with fabric partition using suitable clamps, escrows, brackets, screws, and all necessary hardware. The work includes leveling, alignment, and finishing to ensure stable and functional integration with existing partition systems. All work shall be carried out as per the instructions and satisfaction of the Bank authority. (Location: Level-12,Call Center)	Set	2		
6	<b>Mobile Drawer Repair Works:</b> Repair of existing mobile drawer units, including replacement or adjustment of three-part channels, center locking mechanism, and supply and fixing of all necessary hardware (screws, brackets, etc.). Work shall be completed ensuring smooth movement, proper alignment, and secure locking of drawers, all as per the instructions and satisfaction of the Bank authority. (Location: Call Center,ICCD,OPS,AML)	Set	2		





SN	ITEMS	UOM	QTY	Unit Rate (Including VAT and TAX)	Total Amount (Including VAT and TAX)
7	<b>Lock Replacement:</b> Providing and fitting new Lock for drawers, cupboards, and cabinets as required. (Location: Call Center, ICCD, OPS, AML)	Nos	10		
8	<b>Pantry Room – Under Shutter Repair (Size:11'-0" x 2'-6"):</b> Repair work for pantry room under-counter PVC board shutters, including removal of damaged or malfunctioning hinges and replacement with new, high-quality hinges suitable for PVC board. Work to be carried out carefully to avoid damage to existing shutters or cabinets. All materials, tools, and labor to be included. The site must be cleaned after completion, and the work must be done to the full satisfaction of the Bank Authority. (Location: Level - 10, ICT)	Job	1		

Signature of the Bidder

Seal

