

Date- July 28, 2025

Tender Reference# CBBL/GSD/RFQ/2025/0062

Tender Title- RFQ (Request for Quotation) i.e. unit rate as well as Technical Specifications for Office Furniture 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) Office Furniture Repair & Maintenances

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/2025/0062)

- ✓ 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 supplier shall carry out Fixing, repair, and maintenance works related to office furniture (e.g., Chair, Sofa, etc.) as per the BOQ and specifications provided.
- b) All furniture and repair works shall be executed using high-quality materials, including HO-grade Rexine, SKB brand SS, etc., conforming to approved color, design, and specifications.
- c) Repair tasks (e.g., removal of old fabric, cutting, stitching, padding, adjustment & 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.



Community Bank

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- 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	Replacement of Sofa Cover with HO Rexine (4-Seater Sofa): Replacement of existing upholstery of a 4-seater sofa with HO-grade Rexine, including removal of old fabric, supply of new approved Rexine material, cutting, stitching, padding adjustments, and refitting. Work includes all necessary materials, skilled labor, tools, and accessories to complete the job neatly and to the satisfaction of the Bank authority. (Location: Level-12, Common)	Set	1		
2	Replacement of Sofa Cover with HO Rexine (3-Seater Sofa): Replacement of existing upholstery of a 3-seater sofa with HO-grade Rexine, including removal of old fabric, supply of new approved Rexine material, cutting, stitching, padding adjustments, and refitting. Work includes all necessary materials, skilled labor, tools, and accessories to complete the job neatly and to the satisfaction of the Bank authority. (Location: Level-12, Common)	Set	1		
3	Supply & Refitting of Sofa Base – 3-Seater (SKB Stainless Steel): Supply and refitting of sofa base for 3-seater sofa using SKB brand stainless steel (SS) base frame, including dismantling of old base, alignment, fixing of new stainless-steel frame with necessary hardware, supports, and minor carpentry adjustments as required. Work to be completed neatly and in accordance with the direction of the Bank authority. (Location: Level-10, ICT)	Set	1		
4	Executive Chair Seat Cover Replacement Work: Existing cover removal, supply of new HO Rexine cover, and complete fitting. Work to be completed neatly and in accordance with the direction of the Bank authority. (Location: ICCD, ICT, GSD)	Set	4		
5	Supply and Refitting of Chair Back Mesh (Model: 538-2): Removal of existing back mesh, supply of new back mesh (Type: 538-2), refitting and alignment — all work to be completed with good workmanship. (Location: Level-10, ICT)	Set	2		
6	Chair Headrest Repair: Headrest repairing and retightening of managerial chair — including necessary adjustments and hardware fastening to ensure proper alignment and stability. (Location: ICT, ICCD, GSD)	Set	3		
7	CHAIR ARMREST (Model: 538-2): Supply and refitting of armrest — including removal of damaged parts, installation of new armrests, and final alignment for proper function and comfort (Location: Call Center)	Pair	1		



SN	ITEMS	UOM	QTY	Unit Rate (Including VAT and TAX)	Total Amount (Including VAT and TAX)
8	CHAIR ARM Pads (Model: 538-2): Supply and refitting of arm pads — includes removal of damaged arm pads, installation of new ones, and final alignment to ensure proper function and comfort. (Location: ICT, ICCD, Call Center)	Pair	23		
9	Chair Repair-Retightening: Retightening of chair components with the supply and fitting of Allen bolts — includes inspection, adjustment, and secure fastening to ensure structural stability and proper function. (Location: ICT, Call Center)	Nos	20		
10	350mm Chrome Base for Officer Chair: Supply and installation of a 350mm chrome base specifically for officer chairs — includes removal of the existing base and secure refitting to ensure stability and durability. (Location: ICT)	Nos	2		
11	Officer Chair Hydraulic Replacement: Removal of faulty hydraulic mechanism and supply and installation of new hydraulic cylinder for officer chair to restore height adjustment functionality. (Location: Call Center, ICCD)	Nos	4		

Signature of the Bidder

Seal

