

Tender Reference# CBBPLC./GSD/RFQ/2025/0081

Date- September 8, 2025

**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.

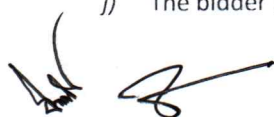
**Mentionable that based on UPC as well as technical aspect, the said items will be immediately be purchased for several branches. On the other hand, UPC shall be valid for next 06 (six) months after Bank's confirmation. Any project anywhere in Bangladesh shall be estimated based on Bank's requirement 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 2.00 P.M. on September 17, 2025** addressing "Chair, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBPLC./GSD/RFQ/2025/0081)

- ✓ No advance will be allowed in this regard.
- ✓ All price/ rate should be including 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.
- ✓ Brochure or picture of the specific item must be submitted along with the price.
- ✓ 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 photocopy 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) The bidder must be regular tax payer.



- k) Final offer should be valid for Minimum 06 (six) months
- l) Price quotation includes carrying cost, Installation charge, labor charge and other charge thereof.
- 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) Selected Bidder must ensure to site Installation & Testing on site after sales support for the full warranty period
- 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 Ltd. Thus, before final payment you have to open account with our Bank.

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

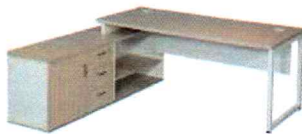
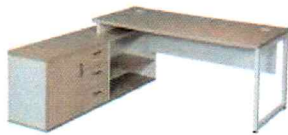

***Vendors whose scope of works does not match with the said job need not to submit their offer.***

Regards,



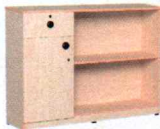







(Md. Zahid Ibne Anwar)  
Member Secretary, Purchase Committee  
HoGSD (Current Charge)






UPC for Office Furniture Item at CBBL Head Office/Branch/Sub Branch/ATM/Service Desk					
S/L	Type	Reference Image	Specification	Unit	Unit Rate In BDT (Including VAT & TAX)
A. TABLES					Inside Dhaka
01	Executive Table with Side Table		<p>Supply, fitting &amp; fixing of office table and side table made of Partex melamine laminated board, complete in all respects as per approved design, drawing, and direction of the Bank Authority.</p> <p>*Main Table Dimensions: 6'-6" (L) x 3'-0" (W)</p> <p>*Side Table Dimensions: 4'-0" (L) x 1'-8" (W)</p> <p>*Top Board Thickness: 25mm Melamine-faced Partex board</p> <p>*Side Panels Thickness: 18mm Melamine-faced Partex board</p> <p>*Colour/Finish: As per approved sample and colour scheme</p> <p>*Structure Support: MS (Mild Steel) framing to support the structure</p> <p>*Modesty Panel: Provided at front, made of laminated Partex board</p> <p>*Side Table: Made with 18mm Melamine Partex board</p> <p>*Additional Features: Integrated drawer unit with lockable drawers Keyboard tray (sliding type) All associated best quality hardware materials (hinges, handles, locks, sliders, etc.)</p>	Nos	
02	Manager Table with Side Table		<p>Supply, fitting &amp; fixing of office table and side table made of Partex melamine laminated board, complete in all respects as per approved design, drawing, and direction of the Bank Authority.</p> <p>*Main Table Dimensions: 5'-0" (L) x 3'-0" (W)</p> <p>*Side Table Dimensions: 4'-0" (L) x 1'-8" (W)</p> <p>*Top Board Thickness: 25mm Melamine-faced Partex board</p> <p>*Side Panels Thickness: 18mm Melamine-faced Partex board</p> <p>*Colour/Finish: As per approved sample and colour scheme</p> <p>*Structure Support: MS (Mild Steel) framing to support the structure</p> <p>*Modesty Panel: Provided at front, made of laminated Partex board</p> <p>*Side Table: Made with 18mm Melamine Partex board</p> <p>*Additional Features: Integrated drawer unit with lockable drawers Keyboard tray (sliding type) All associated best quality hardware materials (hinges, handles, locks, sliders, etc.)</p>	Nos	
3	Officer Table		<p>Supply, Fitting &amp; Fixing of Table with Melamine Partex Board Top</p> <p>*Top Material: 25mm thick melamine-faced Partex board, approved shade and finish.</p> <p>*Table Size: 5'-0" (length) x 2'-6" (width).</p> <p>*Modesty Panel: Included as per approved design.</p> <p>*Support Structure: Heavy-duty MS (mild steel) frame with appropriate surface treatment (e.g., powder coating/paint) for durability and aesthetic finish.</p> <p>*Hardware: Keyboard tray (sliding type), High-quality, rust-resistant fittings, fasteners, brackets, and all necessary hardware for secure installation.</p> <p>*Finish: All exposed edges sealed with PVC/edge banding to match top.</p> <p>*Workmanship: All works to be completed in a neat and workmanlike manner, fully aligned and stable.</p>		






S/L	Type	Reference Image	Specification	Unit	Unit Rate In BDT (Including VAT & TAX)
4	Officer Table		<p>Supply, Fitting &amp; Fixing of Table with Melamine Partex Board Top</p> <p>*Top Material: 25mm thick melamine-faced Partex board, approved shade and finish.</p> <p>*Table Size: 4'-6" (length) x 2'-6" (width).</p> <p>*Modesty Panel: Included as per approved design.</p> <p>*Support Structure: Heavy-duty MS (mild steel) frame with appropriate surface treatment (e.g., powder coating/paint) for durability and aesthetic finish.</p> <p>*Hardware: Keyboard tray (sliding type), High-quality, rust-resistant fittings, fasteners, brackets, and all necessary hardware for secure installation.</p> <p>*Finish: All exposed edges sealed with PVC/edge banding to match top.</p> <p>*Workmanship: All works to be completed in a neat and workmanlike manner, fully aligned and stable.</p>		
5	Officer Table		<p>Supply, Fitting &amp; Fixing of Table with Melamine Partex Board Top</p> <p>*Top Material: 25mm thick melamine-faced Partex board, approved shade and finish.</p> <p>*Table Size: 4'-0" (length) x 2'-6" (width).</p> <p>*Modesty Panel: Included as per approved design.</p> <p>*Support Structure: Heavy-duty MS (mild steel) frame with appropriate surface treatment (e.g., powder coating/paint) for durability and aesthetic finish.</p> <p>*Hardware: Keyboard tray (sliding type), High-quality, rust-resistant fittings, fasteners, brackets, and all necessary hardware for secure installation.</p> <p>*Finish: All exposed edges sealed with PVC/edge banding to match top.</p> <p>*Workmanship: All works to be completed in a neat and workmanlike manner, fully aligned and stable.</p>		
6	Officer Side Table		<p>Supply, Fitting, and Fixing of an Officer Side Table made from MFC (Melamine Faced Chipboard)</p> <p>Dimensions: 42" (W) x 16" (D) x 30" (H) (Approx. 1067 mm x 406 mm x 762 mm)</p> <p>Material: High-quality MFC board, minimum thickness 18 mm.</p> <p>Edge Banding: PVC edge banding (minimum 1 mm) on all exposed edges.</p> <p>Structure:</p> <p>One pull-out drawer with concealed soft-close runner.</p> <p>One open shelf or cabinet space below (as per drawing/requirement).</p> <p>Solid back panel for stability.</p> <p>Hardware: Branded and corrosion-resistant handles, hinges, drawer slides.</p>		
7	Workstation	 	<p>Supply, fitting, and fixing of Executive Workstation of dimensions 1200mm (L) x 600mm (W), fabricated from melamine laminated chipboard of approved color and quality.</p> <p>*Support Structure: Heavy-duty MS (mild steel) frame with appropriate surface treatment (e.g., powder coating/paint) for durability and aesthetic finish.</p> <p>*Low-height built-in partition made of the same melamine laminated chipboard, designed to match the workstation aesthetically and functionally.</p> <p>*Cable management slot on the tabletop for organized cable routing.</p> <p>*All edges to be machine-finished with PVC edge banding for durability and neat appearance.</p> <p>*The workstation must be ergonomically designed and installed as per the approved layout and design, under the direction and supervision of the Bank Authority.</p> <p>*All necessary hardware, fixtures, and accessories to complete the installation are to be included (e.g., brackets, screws, grommets, etc.).</p> <p>*The final finish and installation must be neat, stable, and secure.</p> <p>*Note: A sample of the workstation must be presented for approval by the Bank Authority before commencing mass fabrication and installation.</p>	Nos	

S/L	Type	Reference Image	Specification	Unit	Unit Rate in BDT (Including VAT & TAX)
8	Meeting Table		<p>Supplying, fitting, and fixing of a Meeting Table, fabricated from post-formed laminated board or a combination of approved materials, with the following features:</p> <ul style="list-style-type: none"> <li>*Tabletop: Made from high-quality laminated board, finished with vinyl edge banding for enhanced durability, safety, and aesthetics.</li> <li>*Legs/Base: Constructed using imported wood, stainless steel, or mild steel, coated with durable powder-coated paint, ensuring stability and long-term performance.</li> <li>*Hardware: Fitted with high-grade imported hardware, ensuring firm installation and ease of maintenance.</li> <li>*Provision for cable management, if required, should be integrated as per the design intent.</li> <li>*All components must be machine-cut and finished, ensuring a clean, professional appearance</li> </ul>	Nos	
9	Private Discussion Table (4' Diameter)		<p>Supplying, fitting, and fixing of Private Discussion Table with a 4 feet (1200mm) diameter round tabletop, fabricated and installed as per the following specifications:</p> <ul style="list-style-type: none"> <li>*Table Top: Made from 25mm thick imported particle board, laminated on both sides with melamine resin film using the short cycle process for a durable and smooth surface finish.</li> <li>*All exposed edges to be sealed with 2mm thick PVC edge banding all around the tabletop for enhanced durability and aesthetic appearance.</li> <li>*Table Legs: Constructed from imported wood or stainless steel, as per the approved design, ensuring adequate support, elegance, and structural strength.</li> <li>*Complete with all required imported best quality hardware materials, including fasteners, brackets, and fittings for secure assembly and long-term durability.</li> <li>*The final installation must be neat, stable, and match the approved design, drawing, and directions of the Bank Authority.</li> </ul>	Nos	
10	Mobile Drawers		<p>Supply, Fitting, and Fixing of Mobile Drawer Units made from MFC (Melamine Faced Chipboard)</p> <ul style="list-style-type: none"> <li>*Construction: Mobile drawer units constructed from MFC board, Commercial grade with 2mm thick high-impact ABS edging for durability and protection.</li> <li>*Drawer Configuration: 2 personal drawers, 1 deep file drawer designed to accommodate standard suspension files. All drawers are key lockable for security</li> <li>*Hardware &amp; Features: Metal drawer runners for enhanced strength and smooth operation</li> <li>Fitted with castors for easy mobility</li> <li>Additional 5th castor at the front to stabilize the unit when the deep file drawer is open</li> <li>Dimensions: Height: 690mm (including castors) Width: 465mm Depth: 447mm</li> </ul>	Nos	




S/L	Type	Reference Image	Specification	Unit	Unit Rate In BDT (Including VAT & TAX)
<b>B. CHAIRS</b>					
1	Executive Chair for Division Head (Imported (boho/merryfair/euro & equivalent)		<p>Specifications:</p> <p>Type: Premium Executive Officer Chair with High Back and Headrest</p> <p>Design: High Back and Headrest</p> <p>Material: High-quality stainless steel (SS) chair base</p> <p>Function: Revolving/swivel type for 360° mobility</p> <p>Seat &amp; Back Upholstery:</p> <p>Material: Imported mesh fabric (e.g., Boho, Merryfair, Euro or approved equivalent)</p> <p>Backrest: Breathable mesh for comfort and air flow</p> <p>Seat: High-density foam cushion with fabric upholstery</p> <p>Adjustability:</p> <p>Pneumatic height adjustment (gas lift)</p> <p>Backrest tilt/recline mechanism (as per approved model)</p> <p>Color: Black (final shade subject to approval)</p> <p>Headrest: Adjustable or fixed (depending on model), mesh/fabric-covered</p> <p>Armrests: Fixed or adjustable, made of durable PU or ABS</p>	Nos	
2	Executive Chair for Deputy Head (Imported (boho/merryfair/euro & equivalent)		<p>Specifications:</p> <p>Type: Premium Executive Officer Chair with High Back and Headrest</p> <p>Design: High Back and Headrest</p> <p>Material: High-quality stainless steel (SS) chair base</p> <p>Function: Revolving/swivel type for 360° mobility</p> <p>Seat &amp; Back Upholstery:</p> <p>Material: Imported mesh fabric (e.g., Boho, Merryfair, Euro or approved equivalent)</p> <p>Backrest: Breathable mesh for comfort and air flow</p> <p>Seat: High-density foam cushion with fabric upholstery</p> <p>Adjustability:</p> <p>Pneumatic height adjustment (gas lift)</p> <p>Backrest tilt/recline mechanism (as per approved model)</p> <p>Color: Black (final shade subject to approval)</p> <p>Headrest: Adjustable or fixed (depending on model), mesh/fabric-covered</p> <p>Armrests: Fixed or adjustable, made of durable PU or ABS</p>	Nos	
3	Visitor Chair (Imported (boho/merryfair/euro & equivalent)		<p>Supply, fitting, and fixing of imported low-back cluster-type officer visitor chair</p> <p>Fixed Leg Design with caster-mounted base (non-swiveling, fixed wheels)</p> <p>Arm Rests – integrated or attached, as per ergonomic design</p> <p>Backrest: Mesh back for breathability</p> <p>Adjustable tilt/tension mechanism (back reclining)</p> <p>Seat Height: Adjustable (pneumatic lift or equivalent)</p>	Nos	



S/L	Type	Reference Image	Specification	Unit	Unit Rate In BDT (Including VAT & TAX)
4	Officer Chair (Imported (boho/merryfair/euro & equivalent)		<p>Specifications:</p> <p>Type: Ergonomic Officer Chair</p> <p>Design: Mid to High Back with Armrests</p> <p>Material: High-quality stainless steel (SS) chair base</p> <p>Type: 5-star base with smooth caster wheels (nylon or PU)</p> <p>Function: Revolving/swivel type for 360° mobility</p> <p>Seat &amp; Back Upholstery:</p> <p>Material: Imported mesh fabric (e.g., Boho, Merryfair, Euro or approved equivalent)</p> <p>Backrest: Breathable mesh for comfort and air flow</p> <p>Seat: High-density foam cushion with fabric upholstery</p> <p>Adjustability:</p> <p>Pneumatic height adjustment (gas lift)</p> <p>Backrest tilt/recline mechanism (as per approved model)</p> <p>Color: Black (final shade subject to approval)</p> <p>Armrests: Fixed or adjustable, made of durable PU or ABS</p> <p>Ergonomics: Designed for 8+ hour seating support and lumbar comfort</p> <p>Durability: Heavy-duty structure suitable for long-term office use</p>	Nos	
5	Meeting Room Chair (Imported (boho/merryfair/euro & equivalent)		<p>Specifications:</p> <p>Type: Ergonomic Officer Chair</p> <p>Design: Mid to High Back with Armrests</p> <p>Material: High-quality stainless steel (SS) chair base</p> <p>Type: 5-star base with smooth caster wheels (nylon or PU)</p> <p>Function: Revolving/swivel type for 360° mobility</p> <p>Seat &amp; Back Upholstery:</p> <p>Material: Imported mesh fabric (e.g., Boho, Merryfair, Euro or approved equivalent)</p> <p>Backrest: Breathable mesh for comfort and air flow</p> <p>Seat: High-density foam cushion with fabric upholstery</p> <p>Adjustability:</p> <p>Pneumatic height adjustment (gas lift)</p> <p>Backrest tilt/recline mechanism (as per approved model)</p> <p>Color: Black (final shade subject to approval)</p> <p>Armrests: Fixed or adjustable, made of durable PU or ABS</p> <p>Ergonomics: Designed for 8+ hour seating support and lumbar comfort</p> <p>Durability: Heavy-duty structure suitable for long-term office use</p>	Nos	
6	Dining Lounge Chair		<p>Supply of imported Steel Framed Support, Without Arm Rest, plastic/ curved wood panel framed seat, Back fixed, height fixed, no revolving, Approved Color, Durable Upholstery, as per design &amp; direction of Architect.</p> <p>[Sample should be subject to approval]</p>	Nos	



*Signature*

S/L	Type	Reference Image	Specification	Unit	Unit Rate In BDT (Including VAT & TAX)
<b>C. SOFA</b>					
1	Single Seater Sofa		Supplying & Placing of single seater sofa made of Imported Fabric/PU upholstery & hardware as design & direction of the Bank Authority. [Sample should be subject to approval]	Nos	
2	Double Seater Sofa		Supplying & Placing of double seater sofa made of Imported Fabric/PU upholstery as design & direction of Architect. [Sample should be subject to approval]	Nos	
3	Three Seater Sofa		Supplying & Placing of three seater sofa made of Imported Fabric/PU upholstery as design & direction of Architect. [Sample should be subject to approval]	Nos	
4	Sofa Center Table		Providing and making center tables of above mentioned size as per drg. Table top shall consist of 12 mm. Thk.float glass with champhered edge / "PARTEX" board with approved quality etching. The base shall be made up of CP Teak wood frame /25mm thk. marine Ply as directed by the Architect. All exposed faces finished with natural polish (if wood frmes are used) or with 1.0mm Thk laminate for ply. All inner surfaces will be finished with natural french polish.	Nos	
5	Sofa Cornar Table		Providing and making center tables of above mentioned size as per drg. Table top shall consist of 12 mm. Thk.float glass with champhered edge / "PARTEX" board with approved quality etching. The base shall be made up of CP Teak wood frame /25mm thk. marine Ply as directed by the Architect. All exposed faces finished with natural polish (if wood frmes are used) or with 1.0mm Thk laminate for ply. All inner surfaces will be finished with natural french polish. [Sample should be subject to approval]	Nos	
D.	Transportation & Fitting Charges (Outside Dhaka)		transportation cost for any item and any quantity to anywhere in Bangladesh (outside Dhaka)	Trip	



*[Handwritten signature]*