

Date- September 28, 2025

Tender Reference# CBBL/GSD/RFQ/2025/0092

Tender Title- **RFQ (Request for Quotation) as well as Technical Specifications for supply of Wooden Furniture at Community Bank Bangladesh PLC., Jashore Branch.**

Dear Sir,

Quotation (BOQ with Technical Assessment Sheet attached herewith) is hereby invited RFQ (Request for Quotation) as well as Technical Specifications for supply of

i) Wooden Furniture

at Community Bank Bangladesh PLC., Jashore Branch.

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 2.00 P.M. on October 08, 2025** addressing "Chairman, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBL/GSD/RFQ/2025/0091)

- ✓ Only relevant reputed vendors are invited to submit their offer
- ✓ All vendors are asked to attach a picture of the item they are quoting.
- ✓ Community Bank encourages vendors to visit our Head Office/Branch to better understand the type of furniture before giving their 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.
- ✓ 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) You will have to obtain verbal approval from GSD before install/ delivery of the Furniture at Branch/ Division.
- d) 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.
- e) 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.
- f) 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.
- g) 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.
- h) 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.
- i) The Tenderer must have experienced in banking industry. The Tenderer must have completed similar works for a minimum of three (3) scheduled banks during the last two (2) financial years, specifically a minimum Work Order value of BDT 8 (eight) lakhs under a single work order during the last two (2) financial years. Documentary evidence, such as work orders and completion certificates, must be submitted in support of this requirement.

- j) Penalty will be imposed and deducted from the bills at Bank's discretion of total Work Order/Purchase Order amount in case of delay in each day/week/month. Bank MUST be informed in written for any foreseeable delay due to uncontrolled situations prior to exceed the delivery lead time which may be considered by the Bank if situations justify such delay.
- k) No additional bill/work will be entertained without prior permission of the concerned Division.
- l) The bidder must be regular tax payer.
- m) Financial offer should be valid for Minimum 06 (six) months
- n) Price quotation includes carrying cost, Installation charge, labor charge and other charge thereof.
- 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 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

Sn	Items	UOM	Quantity	Unit Rate (including VAT & TAX)	Total Amount (including VAT & TAX)
A. WOODEN FURNITURE WORKS					
1	Manager Table with Side Table: Supply, fitting & 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. *Main Table Dimensions: 5'-0" (L) × 3'-0" (W) *Side Table Dimensions: 4'-0" (L) × 1'-8" (W) *Top Board Thickness: 25mm Melamine faced Partex board *Side Panels Thickness: 18mm Melamine faced Partex board *Color/Finish: As per approved sample and color scheme *Structure Support: MS (Mild Steel) framing to support the structure *Modesty Panel: Provided at front, made of laminated Partex board *Side Table: Made with 18mm Melamine Partex board *Additional Features: Integrated drawer unit with lockable drawers Keyboard tray (sliding type) All associated best quality hardware materials (hinges, handles, locks, sliders, etc.)	set	1		
2	Operation Manager Table with Side Table: Supply, fitting & 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. *Main Table Dimensions: 4'-6" (L) × 2'-6" (W) *Side Table Dimensions: 3'-0" (L) × 1'-8" (W) *Top Board Thickness: 25mm Melamine faced Partex board *Side Panels Thickness: 18mm Melamine faced Partex board *Color/Finish: As per approved sample and color scheme *Structure Support: MS (Mild Steel) framing to support the structure *Modesty Panel: Provided at front, made of laminated Partex board *Side Table: Made with 18mm Melamine Partex board *Additional Features: Integrated drawer unit with lockable drawers Keyboard tray (sliding type) All associated best quality hardware materials (hinges, handles, locks, sliders, etc.)	set	1		
3	Credit Officer Table with Side Table: Supply, fitting & 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. *Main Table Dimensions: 4'-6" (L) × 2'-6" (W) *Side Table Dimensions: 3'-0" (L) × 1'-8" (W) *Top Board Thickness: 25mm Melamine faced Partex board *Side Panels Thickness: 18mm Melamine faced Partex board *Color/Finish: As per approved sample and color scheme *Structure Support: MS (Mild Steel) framing to support the structure *Modesty Panel: Provided at front, made of laminated Partex board *Side Table: Made with 18mm Melamine Partex board *Additional Features: Integrated drawer unit with lockable drawers Keyboard tray (sliding type) All associated best quality hardware materials (hinges, handles, locks, sliders, etc.)	set	1		





Sn	Items	UOM	Quantity	Unit Rate (including VAT & TAX)	Total Amount (including VAT & TAX)
4	OFFICER TABLE: Supply, Fitting & Fixing of Table with Melamine Partex Board Top *Top Material: 25mm thick melamine faced Partex board, approved shade and finish. *Table Size: 4'-6" (length) x 2'-6" (width). *Modesty Panel: Included as per approved design. *Support Structure: Heavy-duty MS (mild steel) frame with appropriate surface treatment (e.g., powder coating/paint) for durability and aesthetic finish. *Hardware: Keyboard tray (sliding type), High-quality, rust-resistant fittings, fasteners, brackets, and all necessary hardware for secure installation. *Finish: All exposed edges sealed with PVC/edge banding to match top. *Workmanship: All works to be completed in a neat and workmanlike manner, fully aligned and stable.	NOS	3		
5	Mobile Drawers: Supply, Fitting, and Fixing of Mobile Drawer Units made from MFC (Melamine Faced Chipboard)*Construction: Mobile drawer units constructed from MFC board, Commercial grade with 2mm thick high-impact ABS edging for durability and protection.*Drawer Configuration: 2 personal drawers, 1 deep file drawer designed to accommodate standard suspension files. All drawers are key lockable for security*Hardware & Features: Metal drawer runners for enhanced strength and smooth operation Fitted with castors for easy mobility Additional 5th castor at the front to stabilize the unit when the deep file drawer is open Dimensions: Height: 690mm (including castors) Width: 465mm Depth: 447mm	NOS	3		
6	Round Dining Table: Supplying, fitting, and fixing of Round Dining Table with a 3.5 feet (1050mm) diameter round tabletop, fabricated and installed as per the following specifications: *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. *All exposed edges to be sealed with 2mm thick PVC edge banding all around the tabletop for enhanced durability and aesthetic appearance. *Table Legs: Constructed from imported wood or stainless steel, as per the approved design, ensuring adequate support, elegance, and structural strength. *Complete with all required imported best quality hardware materials, including fasteners, brackets, and fittings for secure assembly and long-term durability. *The final installation must be neat, stable, and match the approved design, drawing, and directions of the Bank Authority.	Nos	1		
Sub-Total of A					
B. CHAIR					





Sn	Items	UOM	Quantity	Unit Rate (including VAT & TAX)	Total Amount (including VAT & TAX)
1	Manager Chair: Specifications: Type: Premium Executive Officer Chair with High Back and Headrest Design: High Back and Headrest Material: High-quality stainless steel (SS) chair base Function: Revolving/swivel type for 360° mobility Seat & Back Upholstery: Material: Imported mesh fabric (e.g., Boho, Merryfair, Euro or approved equivalent) Backrest: Breathable mesh for comfort and air flow Seat: High-density foam cushion with fabric upholstery Adjustability: Pneumatic height adjustment (gas lift) Backrest tilt/recline mechanism (as per approved model) Color: Black (final shade subject to approval) Headrest: Adjustable or fixed (depending on model), mesh/fabric-covered Armrests: Fixed or adjustable, made of durable PU or ABS	NOS	1		
2	Operation Manager Chair: Specifications: Type: Premium Executive Officer Chair with High Back and Headrest Design: High Back and Headrest Material: High-quality stainless steel (SS) chair base Function: Revolving/swivel type for 360° mobility Seat & Back Upholstery: Material: Imported mesh fabric (e.g., Boho, Merryfair, Euro or approved equivalent) Backrest: Breathable mesh for comfort and air flow Seat: High-density foam cushion with fabric upholstery Adjustability: Pneumatic height adjustment (gas lift) Backrest tilt/recline mechanism (as per approved model) Color: Black (final shade subject to approval) Headrest: Adjustable or fixed (depending on model), mesh/fabric-covered Armrests: Fixed or adjustable, made of durable PU or ABS	NOS	1		
3	Officer Chair: Specifications: Type: Ergonomic Officer Chair Design: Mid to High Back with Armrests Material: High-quality stainless steel (SS) chair base Type: 5-star base with smooth caster wheels (nylon or PU) Function: Revolving/swivel type for 360° mobility Seat & Back Upholstery: Material: Imported mesh fabric (e.g., Boho, Merryfair, Euro or approved equivalent) Backrest: Breathable mesh for comfort and air flow Seat: High-density foam cushion with fabric upholstery Adjustability: Pneumatic height adjustment (gas lift) Backrest tilt/recline mechanism (as per approved model) Color: Black (final shade subject to approval) Armrests: Fixed or adjustable, made of durable PU or ABS Ergonomics: Designed for 8+ hour seating support and lumbar comfort Durability: Heavy-duty structure suitable for long-term office use	NOS	8		
4	Visitor Chair: Supply, fitting, and fixing of imported low-back cluster-type officer visitor chair Fixed Leg Design with caster-mounted base (non-swiveling, fixed wheels) Arm Rests – integrated or attached, as per ergonomic design Backrest: Mesh back for breathability Adjustable tilt/tension mechanism (back reclining) Seat Height: Adjustable (pneumatic lift or equivalent) Seat: Fabric or PU leather (as per approved sample) Mesh: Durable, imported quality (e.g., Boho, Merryfair, Euro, or equivalents) Color: As per architect's approved selection Frame/Base: Strong metal frame (preferably powder coated or stainless steel finish)	NOS	12		



Sn	Items	UOM	Quantity	Unit Rate (including VAT & TAX)	Total Amount (including VAT & TAX)
5	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	4		
6	Sofa Center Table: Providing and making center tables of above-mentioned size as per design. Table top shall consist of 12 mm. Thick float glass with champhered edge / "PARTEX" board with approved quality etching. The base shall be made up of CP Teak wood frame /25mm thick. marine Ply as directed by the Architect. All exposed faces finished with natural polish (if wood frames are used) or with 1.0mm Thick laminate for ply. All inner surfaces will be finished with natural French polish. [Sample should be subject to approval]	NOS	3		
7	Sofa Corner Table: Providing and making center tables of above-mentioned size as per design. Table top shall consist of 12 mm. Thick float glass with champhered edge / "PARTEX" board with approved quality etching. The base shall be made up of CP Teak wood frame /25mm thick. marine Ply as directed by the Architect. All exposed faces finished with natural polish (if wood frames are used) or with 1.0mm Thick laminate for ply. All inner surfaces will be finished with natural French polish. [Sample should be subject to approval]	NOS	2		
8	03-seater waiting chair (steel): Silver stainless steel 03-seater waiting chair, standard size	NOS	3		
9	Tulip Wooden Chair: Plastic/PU padded seat + wooden legs	NOS	4		
10	Guard Tool: SS Structure with rexin	NOS	2		
				Sub-Total of B	
				Grand Total	

