

Date- September 28, 2025

Tender Reference# CBBL/GSD/Rfq/2025/0093

**Tender Title-** RFQ (Request for Quotation) as well as Technical Specifications for Supply & Installation of Fire Extinguisher 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) Fire Extinguisher**

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/2025/0093)

At Bank's discretion, any bidder can be declared as non-responsive if **any inconsistency is found or vendor's do not have sufficient strength to carry out the works**. As the works will be done in an Upcoming branch, most of the works have to be done as per Bank's convenience.

- ✓ Only relevant vendors are requested to submit the 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.
- c) Delivery Challan duly received by branch is to be submitted along with the bill.
- d) You will have to obtain verbal approval for installation of said item from us prior to install/ delivery 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 Office 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) months after Bank's confirmation.



- m) Price quotation includes carrying cost, 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) Selected Bidder must ensure to site Installation & Testing on site after sales support for the full warranty period
- 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
- t) 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. Documentary evidence, such as work orders and completion certificates, must be submitted in support of this requirement.
- u) 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.

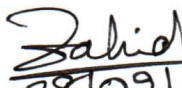
**Payment:**

- Bill should be submitted along with Work Order (Duplicate Copy) 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.***

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

**Regards**

  
28/09/2025

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



**BOQ for Supply & Installation of Fire Extinguisher**

SN	Items	Quantity	Unit Price	Total Price
			Price Including Delivery, installation, VAT & TAX	
1	Fire Extinguisher Auto Type, 6 KG	04		
2	Fire Extinguisher CO2, 5 KG	04		
3	Fire Extinguisher ABC, 5 KG	10		
4	Fire Extinguisher Ball Type	03		
<b>Grand Total Price</b> (Including Delivery, installation, commissioning, VAT & TAX)				

*Handwritten signature*

