

Date- December 21, 2025

Tender Reference# CBBL/GSD/Rfq/2025/0112

Tender Title- **RFQ (Request for Quotation) for supply of Different type of Office Chair at Head Office of Community Bank Bangladesh PLC.**

Dear Sir,

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

- i) Office Chair for Head Office
- ii) Office Chair for Sylhet Service Desk
- iii) Office Chair & Office table with drawer for Bogura 4 APBN

at Community Bank Bangladesh PLC., both at Head Office, Branch, Sub Branch etc.

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 2.00 P.M. on December 30, 2025** addressing "Chairman, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBL/GSD/Rfq/2025/0112)

- ✓ Only relevant enlisted vendors shall be eligible for submission of their financial offer
- ✓ 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.
- ✓ Sample has to be approved through Head Office proper channel before delivery.
- ✓ Must maintain the brand boho/merryfair/euro & equivalent.
- ✓ 02 nos Office Chair & 02 nos Visitor chair will deliver to Sylhet service desk, 01 nos Office Chair, 01 nos Visitor chair & 01 set officer table and mobile drawer will deliver to 4APBN, Bogura & rest of all deliver to Police Plaza Concord, Gulshan-1, Dhaka-1212.

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 original 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 (six) months
- m) Price quotation includes carrying cost, Installation charge, 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) 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 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.



BOQ for Supply of Different Type Office Furniture at Head Office , Sylhet service desk & 4APBN Bogura

S/L	Type	Reference Image	Specification	Unit	Unit Rate In BDT (Including VAT & TAX)	Total amount In BDT (Including VAT & TAX)
A. CHAIRS						
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 & 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	
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 & 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	8	
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> <p>Seat: Fabric or PU leather (as per approved sample)</p> <p>Mesh: Durable, Imported quality (e.g., Boho, Merryfair, Euro, or equivalents)</p> <p>Color: As per architect's approved selection</p> <p>Frame/Base: Strong metal frame (preferably</p>	Nos	23	

S/L	Type	Reference Image	Specification	Unit	Unit Rate In BDT (Including VAT & TAX)	Total amount In BDT (Including VAT & TAX)
4	Officer Chair (Imported (boho/merryfair/euro & equivalent)		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	30	
5	Officer Table (Size :54" x 30")		OFFICER TABLE: Supply, fitting & fixing of partex board made top 25mm thick top Melamine partex board & Approved colour (Size: Table- 4'-6" x 2'-6") with in front perforated ms modesty, Sported by MS Framing with Key board tray and best quality hardware materials etc. complete in all respect as per design, drawing and direction of Architect/Authority.	set	1	
6	Mobile Drawers		Supply, Fitting, and Fixing of Mobile Drawer Units made from MFC *Drawer Configuration: 2 personal drawers,1 deep file drawer designed to accommodate standard suspension files. All drawers are key lockable for security .Dimensions: Height: 690mm (including castors) Width: 465mm Depth: 447mm	Nos	1	
Total Amount						

In Word:

Name of the Bidder :

Contact Person :

Contact Number :

Seal & Sign: