

Date- December 28, 2025

Tender Reference# CBBL/GSD/RFQ/2025/0124

Tender Title- **RFQ (Request for Quotation) for supply of "Director Chair & Visitor Chair for MD's Chamber" for 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) Director Chair
- ii) Visitor Chair for MD's Chamber

at Community Bank Bangladesh PLC., Head Office

You are requested to submit (HARD COPY) your offer in a closed envelope as per below specification **within 2.00 P.M. on January 01, 2026** addressing "Chairman, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBL/GSD/RFQ/2025/0124)

- ✓ Only relevant 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: Neo Front.

Other terms, conditions and mode of payment will be as under:

- a) The bidder must have completed minimum two (02) similar Work Orders for supply of Director/Executive Chairs for MD's Chamber and/or Chairman's Office of Banks/NBFIs/reputed organizations. Supporting documents must be submitted.
- b) The offered chairs must be of premium quality, suitable for top management use, ensuring comfort, durability, and superior finishing.
- c) The supplied items must strictly be of the approved brand "**Neo Front**", and the model name/number must be clearly mentioned in the RFQ, BOQ, and Technical Specification Sheet.
- d) Sample approval through Head Office proper channel is mandatory prior to delivery, and final supply must match the approved sample.
- e) The bidder must have ready stock available and ensure delivery and installation within 03 (three) working days from the date of Work Order.
- f) Quoted prices shall be inclusive of delivery, carrying, installation, VAT, and Tax. No advance payment shall be allowed. Applicable VAT & Tax will be deducted at source.
- g) Retention money @10% of the total payable amount shall be withheld for 01 (one) year.
- h) Supplied items shall be subject to inspection and acceptance by the Bank. Any deviation in quality, brand, model, or specification may result in outright rejection and replacement at supplier's own cost.
- i) Ready stock will be given preference.
- j) You will have to provide Two years free service warranty with spare parts.
- k) Delivery Challan duly received by branch is to be submitted along with the bill.
- l) You will have to obtain verbal approval from us prior to install/ delivery of the Furniture at Branch/ Division.



- m) 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.
- n) 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.
- o) 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.
- p) 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.
- q) 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.
- r) No additional bill/work will be entertained without prior permission of the concerned Division.
- s) Financial offer should be valid for Minimum 06 (six) months.
- t) Price quotation includes carrying cost, Installation charge, labor charge and other charge thereof.
- u) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- v) Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
- w) 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.
- x) 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


 28-12-25
 Md. Zahid Ibne Anwar
 Head of GSD (Current Charge)
 Community Bank Bangladesh PLC.



**BOQ for supply of "Director Chair & Visitor Chair for MD's Chamber"
for Head Office of Community Bank Bangladesh PLC.**

S/L	Type	Specification	Unit	Unit Rate	Total amount (Including VAT & TAX)
1	Neo Front Executive Office Chair, High Back with Thick Cushion, PU Leather, Aluminum Base & Wheels, Ergonomic Swivel CEO Chair for Office Use.	<p>Brand: Neo Front, Color: Black Model: A2518 SKU: 250656 Chair Base: European Standard (DONATI or equivalent) Chair Specifications:</p> <ol style="list-style-type: none"> 1. High Back Executive Design: Ergonomically designed for superior comfort and support, ideal for CEOs, managers, and professionals who spend long hours at the desk. 2. Double Thick Cushioned Seat & Backrest: Features ultra comfortable padding for enhanced support and relaxation during long work sessions. 3. Premium PU Leather Upholstery: Wrapped in high-quality black PU leather that's stylish, durable, and easy to maintain—adds a luxurious look to any office. 4. Sturdy Aluminum Base with Smooth Wheels: Built to last with a strong aluminum frame and smooth-rolling caster wheels for easy mobility and long-term durability 5. Adjustable & Swivel Functionality: 360-degree rotation and height adjustment provide flexibility and ergonomic positioning for your daily work routine. 6. Product Dimensions: 65 x 67 x 120 cm <p>Minimum Warranty: 02 Years</p>	01 nos		
2	Neo Front Low Back Visitor Chair, PU Leather Visitor Chair with Thick Cushion, Aluminum Base, Swivel Wheels, for Reception, Meeting & Office Use.	<p>Brand: Neo Front, Color: Black. Model: B2518 SKU: 250653 Chair Base: European Standard (DONATI or equivalent) Chair Specifications:</p> <ol style="list-style-type: none"> 1. Versatile Low Back Design: Ideal as an executive chair, reception seating, meeting room chair, or visitor chair for both office and home settings. 2. Premium PU Leather Upholstery: Crafted in high-quality black PU leather for a luxurious look and superior durability with easy maintenance. 3. Double Thick Cushioned Comfort: Features extra-thick, plush cushioning for exceptional comfort during extended seating periods. 4. Robust Aluminum Base with Swivel Wheels: Built with a strong aluminum frame and smooth-rolling, high weight capacity wheels for reliable support and effortless mobility. 5. Ergonomic & Stylish: Designed to combine modern style with ergonomic support, making it perfect for conference rooms, reception areas, and home offices. 6. Product Dimensions: 65.5 x 67 x 97.5 cm <p>Minimum Warranty: 02 Years</p>	3 Nos		
Total Amount (Including VAT & TAX)					

In Word:

Name of the Bidder:

Contact Person : _____

Seal & Sign:



Brand: Neo Front, Color: Black, Model: A2518, SKU: 250656



Brand: Neo Front, Color: Black, Model: B2518, SKU: 250653





