

Date- January 22, 2026

Tender Reference# CBBL/GSD/RFQ/2026/0011

Tender Title- RFQ (Request for Quotation) i.e. as well as Technical Specifications for supply & Installation of AC (Air Conditioner) at Head Office, Level-7, Tower-1 of Community Bank Bangladesh PLC.

Dear Sir,

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

i) AC (Air Conditioner)

at Community Bank Bangladesh PLC.

You are requested to submit (HARD COPY) your offer in a closed envelope as per below specification **within 2.00 P.M. on January 29, 2026** addressing "Chairman, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBL/GSD/RFQ/2026/0011)

- ✓ 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) Delivery Challan duly received by concerned authority is to be submitted along with the bill.
- c) You will have to obtain verbal approval from us prior to install/ delivery of the machine 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 Office 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) No additional bill/work will be entertained without prior permission of the concerned Division.
- j) The bidder must be regular tax payer.
- k) Financial offer should be valid for Minimum 06 (six) months.
- l) Price quotation includes carrying cost, labor charge, Supply, installation, commissioning 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 transfer.

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.



Technical Offer (for different Types Of AC)

1	Scope of Work	Supply, installation and commissioning of ACs for Head Office, Level-7, Tower-1.
2	Site Address Concern Person & Contract Number	Police Plaza Concord (Level 7, Tower 1) Road 144 Gulshan 1 Dhaka-1212
3	Technical Concern	01710540910 (Reza-E-Rabbi- Associate Officer)
4	AC Brand	Please mention
5	Country of Origin	Please mention
6	Country of Assemble	Please mention
7	Country of Shipment	Please mention
8	Compressor Warranty	Minimum 3 years
9	Spare Parts Warranty	Minimum 1 years
10	After Sales Service	Minimum 1 years
11	Ready Stock	Ready Stock (please mention the stock status, if ready stock not available)
12	Offer Validity	06 months
13	Retention Money	10% of total bill shall be retained for 01 (year) after completion of installation and full operation
14	Advance Payment	No advance will be allowed



Financial Offer

AC (Air Conditioner) for Head Office, Level-7, Tower-1							
S/L	AC Brand	BTU Capacity	Capacity	Model	Type	Quantity	Price (including VAT, Tax, installation and Carrying Charge)
1		18000 BTU	1.5 Ton		Casset Type	2 Pcs	
2		24000 BTU	2 Ton		Casset Type	2 Pcs	
3		36000 BTU	3 Ton		Casset Type	1 Pcs	
4		48000 BTU	4 Ton		Casset Type	1 Pcs	
5	Installation Material (Copper Pipe, insulation etc.)					250 rft	
4	Installation Material (Copper Pipe, insulation etc.)					10rft per machine	Free of Cost
Total Price (including VAT, Tax, installation and Carrying Charge)							



Requirement of AC (Air Conditioner) for Head Office, Level-7, Tower-1					
SN	AC Capacity	AC BTU	AC Type	Qty	Remarks
1	1.5 Ton	18000 BTU	Casset Type	2 Pcs	
2	2 Ton	24000 BTU	Casset Type	2 Pcs	
3	3 Ton	36,000 BTU	Casset Type	01 Pcs	
4	4 Ton	48,000 BTU	Casset Type	01 Pcs	
5	Additional Copper Pipe except regular copper pipe.			250 RFT	All complete



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I PROJECT I

Proposed Layout Level
-07, Part-N, Tower-1

Community Bank Bangladesh PLC.

I DRAWING I

General Services Division,
Community Bank Bangladesh PLC.

I DRAWING TITLE I

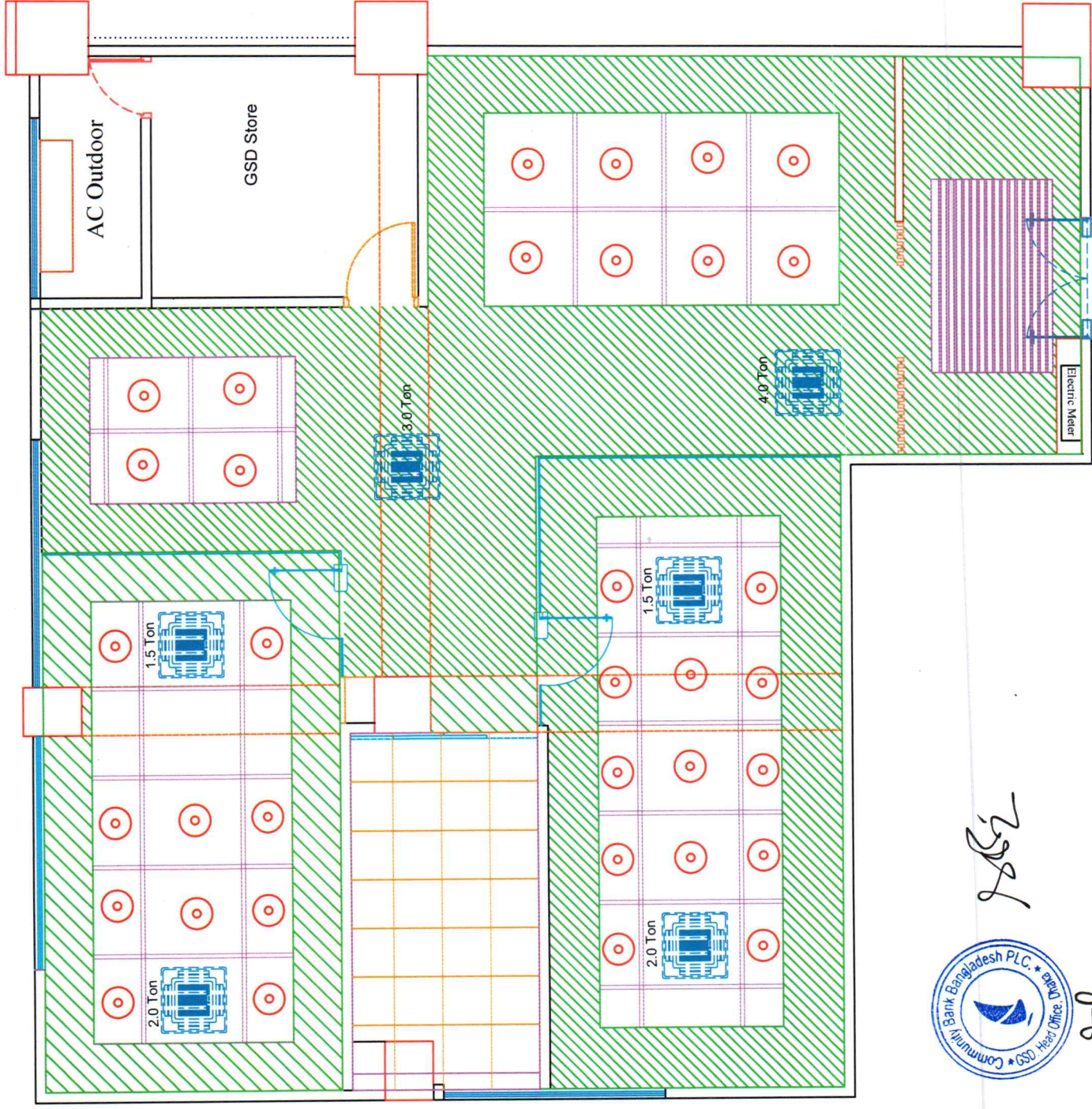
Ceiling & AC Layout Plan

I LEVEL I

7TH Floor

I DATE I

21-12-2025



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