

Date- January 22, 2026

Tender Reference# CBBL/GSD/RFQ/2026/0012

Tender Title- **RFQ (Request for Quotation) for supply of Different type of Office Chair and Other Furniture at Head Office, Branch, Sub Branch 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) **Double Seater & 3-Seater Sofa with Center Table for Head Office**
- iii) **Office Chair for Sylhet Service Desk**
- iv) **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 January 29, 2026** addressing "Chairman, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBL/GSD/RFQ/2026/0012)

- ✓ 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.
- ✓ Supplier furniture must be imported/sourced from a well-established local manufacturer.
- ✓ 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 level -12, 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)
<b>A. CHAIRS</b>						
1	Executive Chair for Division Head (Imported/well-established local manufacturer)		<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 &amp; Back Upholstery:</p> <p>Material: Imported mesh fabric(Imported/well-established local manufacturer)</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/well-established local manufacturer)		<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 &amp; Back Upholstery:</p> <p>Material: Imported mesh fabric(Imported/well-established local manufacturer)</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/well-established local manufacturer)		<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 (Imported/well-established local manufacturer)</p> <p>Color: As per architect's approved selection</p> <p>Frame/Base: Strong metal frame (preferably powder-coated or stainless steel finish)</p>	Nos	26	



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, well-established local manufacturer, or equivalent)		<p>Specifications:</p> <p>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 &amp; Back Upholstery:  Material: Imported mesh fabric (Imported, well-established local manufacturer, or 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</p>	Nos	32	
5	Officer Table (Size :54" x 30")		<p><b>OFFICER TABLE:</b> Supply, fitting &amp; fixing of partex board made top 25mm thick top Melamine partex board &amp; Approved colour (Size: Table- 4'-6" x 2'-6") with 1 front perforated ms modesty, Spotted 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.</p>	set	1	
6	Mobile Drawers		<p>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</p>	Nos	1	
7	Double Seater Sofa(Imported/well-established local manufacturer)		<p>Supplying &amp; Placing of double seater sofa made of Imported Fabric/PU upholstery as design &amp; direction of Architect.  [Sample should be subject to approval]</p>	set	2	
8	Three Seater Sofa (Imported/well-established local manufacturer)		<p>Supplying &amp; Placing of three seater sofa made of Imported Fabric/PU upholstery as design &amp; direction of Architect.  [Sample should be subject to approval]</p>	set	1	
9	Sofa Corner Table		<p>Providing and making center tables of above mentioned size as per drg. Table top shall consist of 12 mm. Thk. float glass with chamfered edge / "PARTEX" board with approved quality etching. The base shall be made up of CP Teak wood frame /25mm thk. marine Ply as directed by the Architect. All exposed faces finished with natural polish (if wood frames are used) or with 1.0mm Thk laminate for ply. All inner surfaces will be finished with natural french polish.</p>	Nos	1	
Total Amount (Including VAT & Tax)						

In Word:

Name of the Bidder :

Contact Person :

Contact Number :

Seal & Sign:

