

Tender Reference# CBBL/GSD/RFQ/2026/0034

Tender Title- **RFQ (Request for Quotation) for UPC (Unit Price Confirmation) of financial offer for Supply & Installation of Electrical Spare Parts and Earthen Work for Community Bank Bangladesh PLC.**

Dear Sir,

You are requested to submit (HARD COPY) your offer in a closed envelope as per below specification within 12.00 P.M. on May 03, 2026 addressing "Chair, Purchase Committee, Community Bank Bangladesh PLC.(Tender Reference# CBBL/GSD/RFQ/2026/0034)

- ✓ 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:

1. The bidder must submit the financial offer on official letterhead, clearly mentioning unit prices inclusive of all applicable VAT and Tax.
2. The financial offer shall remain valid for a minimum period of 12 (twelve) months from the date of submission.
3. The quoted unit prices must include all costs, including but not limited to labor Charge.
4. The delivery/completion timeline will be counted from the date of issuance or acknowledgment of the Work Order, either by signed copy or email confirmation, whichever occurs earlier.
5. All supplied electrical spare parts and earthing works must strictly comply with the specifications provided in the approved quotation. Any deviation may lead to rejection.
6. In case the supplied items or completed work do not meet the required specifications or approved standards, the Bank reserves the right to reject the same. The supplier shall, at their own cost, remove and replace the rejected items within a mutually agreed timeframe.
7. Any changes in specification or scope of work must be communicated to and approved by the General Services Division, Head Office, prior to execution. In case of delay in supply or deviation from agreed quality standards, the Bank reserves the right to cancel the Work Order without assigning any reason.
8. The supplier must promptly rectify any defects or deficiencies identified in the supplied items or completed work at their own cost upon notification by the Bank.
9. No additional work or billing beyond the approved Work Order shall be accepted without prior written approval from the concerned division.
10. Delivery Challan duly signed and sealed by the receiving Branch/Division must be submitted along with the bill for payment processing.
11. The bidder must be a regular taxpayer and submit valid Trade License, TIN, and 13-digit BIN certificate along with the quotation.
12. The Bank reserves the right to evaluate all quotations based on experience, technical compliance, quality, and other relevant factors.
13. Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
14. The Bank reserves the right to accept or reject any or all quotations at any stage prior to the award of contract without incurring any liability or obligation to disclose the reasons.



15. In case of supply of substandard materials or poor workmanship, the Bank reserves the right to reject the goods/work. The supplier must replace or rectify the same at their own cost within ten (10) days from the date of rejection.
16. All earthing work must be carried out in compliance with standard electrical safety guidelines and practices to ensure proper grounding and operational safety.
17. Payment will be made upon satisfactory completion of supply, installation, and submission of all required documents, subject to approval by the concerned authority of the Bank.

**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



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



Proposed BOQ for UPC of Electrical Earthing Works

SL No	Work Name	Item Description	Unit	Qty	Proposed UPC Rate (including VAT & Tax)		
					Inside Dhaka	Outside Dhaka	
1	Earthen Works	Earthen Works (0 to below 1.0 volt): Supplying and installation of 100'/120'/150' depth 1-½" dia G.I. pipe earth electrode by tube well sinking method including of 4 SWG HDDB earthing lead from the bottom of earth electrode to the earthing bar of distribution board. Making an earth inspection pit of size 10" x 10" x 12" inside clear. The top end of the electrode shall be 6" above from the bottom floor level. Complete in all respect in/c testing & commissioning etc. all per existing samples, choice, design, drawings, directions and full satisfaction (if any) of the consulting architect/Bank Authority. <b>Note: 1. Voltage between neutral and earth [Inductive voltage] must be less than 1 volt. 2.The total arrangement must be theft proof as per site condition.</b>					
2							Up to 100' depth
3							Up to 120' depth
4	Earthen Repair Works	Earthen Repair Works (0 to below 2.0 volt): Earthen repair works involve restoring earthen structures using natural materials like clay, sand, and straw. Repairing earthen structures to improve the earth value.	Job	1			
5	Labor Charge	Inspection & Site Assessment Charge (Technician Service)	Job	1			

