

Date: May 03, 2026

**Tender Reference# CBBL/GSD/RFQ/2026/0033**

**Tender Title-** RFQ (Request for Quotation) for Plant Rental, Supply, and Maintenance Services at Head Office of Community Bank Bangladesh PLC.

Dear Sir,

Quotation (BOQ attached herewith) is hereby invited RFQ (Request for Quotation) for *supply of*  
**1. Plant Rental, Supply, and Maintenance Services**

at Community Bank Bangladesh PLC.

**Only relevant vendors are invited to submit their offer.**

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 2.00 P.M. on May 07, 2026** addressing "Chairman, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBL/GSD/RFQ/2026/0033)

- ✓ **No advance will be allowed in this regard.**
- ✓ **All price/ rate should be inclusive of Carrying Charge, delivery and related Materials and exclusive of VAT & Tax.**

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

- a) The bidder shall provide indoor ornamental plants suitable for a corporate office environment, ensuring aesthetic appeal, air purification, and ease of maintenance.
- b) Final plants and pot (tub) designs must be submitted and approved through the proper channel before final supply.
- c) The bidder shall submit the price quotation on official letterhead. All prices must be excluding VAT & Tax.
- d) The minimum number of plants to be supplied and maintained shall be 200 (two hundred) or above.
- e) The Bank reserves the right to select, rearrange, or relocate any plant to any location within the Head Office premises as per requirement.
- f) All plant tubs/pots must be of standard quality suitable for a corporate office environment, ensuring aesthetic and professional appearance.
- g) The supplier shall ensure maintenance of plants at least 2 (two) days per week, including watering, pruning, cleaning, fertilizing, and overall care.
- h) In case of any plant becoming damaged, unhealthy, or dead, the supplier must replace the plant immediately at their own cost without any delay.
- i) If supplied plants, pots, or services do not meet the approved standard, the Bank reserves the full right to reject them. The supplier must replace such items at their own cost within the mutually agreed timeframe.
- j) In case of poor maintenance, substandard quality, or service delay, the Bank reserves the right to cancel the work order without prior notice.
- k) Any deficiencies reported must be rectified immediately by the supplier at their own cost upon receiving a complaint.

- l) financial offer shall remain valid for a minimum period of 12 (Twelve) months from the date of submission.
- m) The quoted price shall include all service-related costs such as transportation, labor, maintenance, and replacement costs.
- n) The Bank will evaluate the tender based on experience, service quality, compliance, and other relevant factors. The lowest bidder may not necessarily be selected.
- o) The Bank reserves the right to accept or reject any or all quotations without assigning any reason and without incurring any liability.
- p) For repeated substandard service or failure to maintain plant health, the Bank reserves the right to terminate the contract and arrange alternative service at the risk and cost of the supplier.

**Payment:**

- Bills must be submitted along with Work Order (duplicate copy) and service/delivery challan.
- Prices are excluding VAT & Tax.

***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.



**Financial Offer Format for Plant Rental, Supply, and Maintenance Services**

SN	Item Name	Specification	Quantity (in nos)	Unit Rate	Total Amount (Excluding VAT & Tax)
1	<b>Plant Rental, Supply, and Maintenance Services</b>	<ul style="list-style-type: none"> <li>➤ Watering</li> <li>➤ Cleaning of leaves and pots</li> <li>➤ Pruning and trimming</li> <li>➤ Fertilization</li> <li>➤ Pest and disease control</li> <li>➤ Replacement of soil or pots if necessary</li> </ul>	100		
			200		
			250		
			300		
			400		

