

Date- July 21, 2026

Tender Reference# CBBL/GSD/RFQ/2026/0054

Tender Title- **RFQ (Request for Quotation) for supply of Office Furniture at Gulshan Branch, Dhaka & Ranirbandar Branch, Dinajpur.**

Dear Sir,

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

i) Office Furniture

at Gulshan Branch, Dhaka & Ranirbandar Branch, Dinajpur.

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 12.00 P.M. on July 27, 2026** addressing "**Chairman, Purchase Committee, Community Bank Bangladesh PLC.** (Tender Reference# CBBL/GSD/RFQ/2026/0054)

- ✓ Only relevant Enlisted vendors are invited to submit their offer
- ✓ All vendors are asked to attach a picture of the item they are quoting.
- ✓ Community Bank encourages vendors to visit our Head Office/Branch to better understand the type of furniture before giving their 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:

- a) Ready stock will be given preference
- b) You will have to provide one-year free service warranty with spare parts.
- c) You will have to obtain verbal approval from GSD before install/ delivery of the Furniture at Head Office/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 original 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) The Tenderer must have experienced in banking industry.
- j) Penalty will be imposed and deducted from the bills at Bank's discretion of total Work Order/Purchase Order amount in case of delay in each day/week/month. Bank MUST be informed in written for any foreseeable delay due to uncontrolled situations prior to exceed the delivery lead time which may be considered by the Bank if situations justify such delay.

- k) No additional bill/work will be entertained without prior permission of the concerned Division.
- l) The bidder must be regular tax payer.
- m) Financial offer should be valid for Minimum 06 (six) months
- n) Price quotation includes carrying cost, Installation charge, labor charge and other charge thereof.
- o) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- p) Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
- q) Must Submit Trade License, TIN, 13 Digit BIN Copy
- r) 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.
- s) 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 & 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 General Services Division
Community Bank Bangladesh PLC.



**Proposed BOQ for Office Furniture at Gulshan Branch,Dhaka & Ranirbandar Branch,
Dinajpur.**

SL NO	Item Description	Total Amount
A	Office Furniture for Gulshan Branch	
B	Office Furniture for Ranirbandar Branch	
Total amount (including VAT & TAX)		

In Word:

Name of the Bidder :

Contact Person :

Contact Number :

Seal & Sign:



Proposed BOQ for Office Furniture at Gulshan Branch, Dhaka & Ranirbandar Branch, Dinajpur.

Item	Description	Reference Image	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
A	Office Furniture for Gulshan Branch, Dhaka.					
1	Officer Chair (Imported, well-established local manufacture, or equivalent): Specifications: Type: Premium Executive Officer Chair with High Back and Headrest Design: High Back and Headrest Material: High-quality stainless steel (SS) chair base Function: Revolving/swivel type for 360° mobility Seat & Back Upholstery: Material: Imported mesh fabric (Imported/well-established local manufacturer) 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) Headrest: Adjustable or fixed (depending on model), mesh/fabric-covered Armrests: Fixed or adjustable, made of durable PU or ABS. Delivery Location: Gulshan Branch. Complete as directed by Bank Authority.		nos	1.00		
2	Sofa Center Table (Size: 40" × 20"): Supplying, fitting, and fixing of modern design sofa center table made of high-quality seasoned wood/engineered board with premium quality finish, including laminated top surface, edge banding, proper finishing, necessary hardware, accessories, polishing, and all related works as per approved design, drawing, and direction of the Engineer-in-Charge. The work shall be completed in all respects to the satisfaction of the authority.		nos	1.00		
3	Sofa Corner Table (Size: 20" Dia): Supply, fitting, and fixing of modern design sofa corner table made of high-quality seasoned wood/engineered board with premium quality finish, including laminated top surface, edge banding/finishing, necessary hardware, fittings, accessories, polishing, and all other related works as per approved design, drawing, and instruction of the Engineer-in-Charge. The work shall be complete in all respects to the satisfaction of the Bank Authority.		nos	1.00		
4	Mobile Drawer (Size: 18"x16"x24"): Supply, fitting, and fixing of MFC-made mobile drawer unit with 2 personal drawers and 1 deep file drawer suitable for suspension files. All drawers shall be key lockable with smooth runners, handles, and castor wheels. Complete with all necessary hardware and accessories as per approved design and direction of the Engineer-in-Charge.		nos	2.00		
					Sub-Total Tk.	

Proposed BOQ for Office Furniture at Gulshan Branch,Dhaka & Ranirbandar Branch, Dinajpur.

Item	Description	Reference Image	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
B Office Furniture for Ranirbandar Branch,Dinajpur						
1	Manager Chair (Imported/Well-Established Local Manufacturer): Specifications:Type: Premium Executive Officer Chair with High Back and Headrest Design: High Back and Headrest Material: High-quality stainless steel (SS) chair base Function: Revolving/swivel type for 360° mobility Seat & Back Upholstery: Material: Imported mesh fabric(Imported/well-established local manufacturer) 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) Headrest: Adjustable or fixed (depending on model), mesh/fabric-covered Armrests: Fixed or adjustable, made of durable PU or ABS . Delivery Location: Ranirbandar, Dinajpur. Complete as directed by Bank Authority.		nos	1.00		
2	Operation Manager Chair (Imported/Well-Established Local Manufacturer): Specifications:Type: Premium Executive Officer Chair with High Back and Headrest Design: High Back and Headrest Material: High-quality stainless steel (SS) chair base Function: Revolving/swivel type for 360° mobility Seat & Back Upholstery: Material: Imported mesh fabric(Imported/well-established local manufacturer) 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) Headrest: Adjustable or fixed (depending on model), mesh/fabric-covered Armrests: Fixed or adjustable, made of durable PU or ABS. Delivery Location: Ranirbandar, Dinajpur. Complete as directed by Bank Authority.		nos	1.00		
Sub-Total Tk.						
Grand Total Tk.						

Signature