

Date- August 25, 2026

Tender Reference# CBBL/GSD/Rfq/2026/0065

Tender Title- **"RFQ (Request for Quotation) for "Air conditioning system Master Servicing" work" for Community Bank Bangladesh PLC.**

Dear Sir,

Quotation (BOQ attached herewith) is hereby invited i.e. unit rate as well as Specifications for

i) Air conditioning system Master Servicing

at Community Bank Bangladesh PLC. Head Office (Levels 5, 10, 11 & 12).

You are requested to submit (HARD COPY) your offer in a closed envelope as per below specification within 2.00 P.M. on August 30, 2026 addressing "Chairman, Purchase Committee, Community Bank Bangladesh PLC.

- ✓ No advance will be allowed in this regard.
- ✓ Only relevant Eligible vendors are invited to submit their offer
- ✓ Vendors whose scope of works does not match with the said job need not to submit their offer.
- ✓ 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.

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

- a) All work must follow standard safety practices, especially during gas handling, outdoor cleaning.
- b) All gas, fittings, and welding materials must be of original and approved quality, compatible with required specifications.
- c) Final handover will occur only after successful system testing, pressure checks, and commissioning to client satisfaction.
- d) Gas charging will be executed based on actual requirements, subject to on-site verification and approval by the Bank's authorized personnel."
- e) The service provider shall conduct a comprehensive inspection of all AC units, including indoor and outdoor units, drain lines, filters, electrical connections, refrigerant pressure, compressor condition, and overall cooling performance. Any abnormality identified during servicing shall be reported to the Bank's authorized representative.
- f) During servicing, the service provider shall take adequate measures to protect office furniture, equipment, flooring, walls, ceilings, electrical installations, and other Bank property from water, dust, chemicals, or any other damage. Any damage caused due to negligence of the service provider shall be repaired/restored at their own cost.
- g) Upon completion of servicing, the service provider shall submit a service report mentioning the work performed, condition of the AC unit, refrigerant pressure/gas charged (if any), identified issues, and recommendations. The service provider shall remain responsible for rectification of any service-related deficiency arising from improper workmanship within the agreed service warranty period, at no additional cost to the Bank.
- h) Delivery Challan duly received by Concerned Division is to be submitted along with the bill.
- i) 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.
- j) In the event of supply, Installation and commissioning of the work, if the said items/services 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.



- k) The service must be supplied as per specification mentioned in quotation. In any change, Supplier will have to consult with the General Services Division, Head Office of the Bank.
- l) In case of deviation from the quality and specification and/or delay in supply, bank preserves full right to reject the service and cancel the work order without showing any reason.
- m) In case of any deficiency in the delivered product or service, supplier will have to make necessary rectification the same immediately at Supplier own cost on receipt of complain.
- n) No additional bill/work will be entertained without prior permission of General Services Division.
- o) Price quotation includes carrying cost, labor charge, Supply, installation, commissioning and other charge thereof.
- p) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- q) Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
- 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 service 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.
- t) The work is required to be carried out during non-business hours; in case of business hour work supplier ensure no disturbance is caused to nearby premises and should take prior approval.

The new bidders must submit the following Paper:

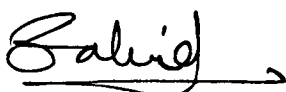
1. Company Profile
2. Trade License
3. TIN, Bin Copy
4. Bank Solvency Certificate
5. Recent Work order/ Performance Certificate
6. Other relevant documents.

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.

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.





Community Bank
• Trust • Security • Progress

Submission of BOQ for AC Master Servicing Work at Head Office (Levels 5, 10, 11 & 12)

SL	Location	ITEMS	Unit	Qty	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
1	10th Floor(East & West Side)	Indoor Unit: Master Servicing of VRF System Indoor Units (1 TR-4 TR) including filter, coil & blower cleaning, electrical and control inspection, drain line cleaning, testing, and performance verification	nos	28		
2		Outdoor Unit: Master Servicing of VRF System Outdoor Units including condenser coil cleaning, fan motor inspection, electrical and control panel checks, refrigerant pressure and leak testing, tightening of connections, testing, and performance verification	nos	2		
3	11th Floor(East & West Side)	Indoor Unit: Master Servicing of VRF System Indoor Units (1 TR-4 TR) including filter, coil & blower cleaning, electrical and control inspection, drain line cleaning, testing, and performance verification	nos	39		
4		Outdoor Unit: Master Servicing of VRF System Outdoor Units including condenser coil cleaning, fan motor inspection, electrical and control panel checks, refrigerant pressure and leak testing, tightening of connections, testing, and performance verification	nos	7		
5	12th Floor(East & West Side)	Indoor Unit: Master Servicing of VRF System Indoor Units (1 TR-4 TR) including filter, coil & blower cleaning, electrical and control inspection, drain line cleaning, testing, and performance verification	nos	32		
6		Outdoor Unit: Master Servicing of VRF System Outdoor Units including condenser coil cleaning, fan motor inspection, electrical and control panel checks, refrigerant pressure and leak testing, tightening of connections, testing, and performance verification	nos	4		
7	5th Floor Roof (10th & 11th Floor AC unit)	Outdoor Unit: Master Servicing of VRF System Outdoor Units including condenser coil cleaning, fan motor inspection, electrical and control panel checks, refrigerant pressure and leak testing, tightening of connections, testing, and performance verification	nos	9		
8	5th Floor (Head office Part)	Outdoor & Indoor Unit: Master servicing of split-type air-conditioning units (2.5 TR-4 TR), Including indoor unit filter, evaporator coil and blower cleaning; outdoor unit condenser coil and fan cleaning; electrical and control system inspection; refrigerant pressure and leakage checking; drain line cleaning; terminal and connection checking; testing, commissioning, and performance verification, complete in all respects.	nos	3		
Total Amount (Including VAT & Tax)						

In Word:

Name of the Bidder :

Contact Person :

Contact Number :

Seal & Sign:



[Handwritten signature]