

Date- September 01, 2026

Tender Reference# CBBL/GSD/RFQ/2026/0068

Tender Title- RFQ (Request for Quotation) for financial offer for Electrical Wiring Inspection Works and Issue Safety Compliance Certificate for 19 Branch & 5 Sub Branch of 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 September 07, 2026** addressing "Chairman, Purchase Committee, Community Bank Bangladesh PLC.(Tender Reference# CBBL/GSD/RFQ/2026/0068)

- ✓ Only relevant eligible 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.

General terms & conditions:

- a) Bidder must submit ABC License (Electrical License Board) of assessor.
- b) Assessor must be a member of Engineers Institution of Bangladesh (IEB).
- c) Bidder must submit assessors IEB membership card copy.
- d) Bidder must submit an assessment form (provide by Bank).
- e) Bidder must issue Certificate regarding safety and consistency of existing electrical setup of the location.

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

- a) The bidder shall have to submit the price in letter head pad including VAT & Tax (25%).
- b) Financial offer should be valid for 06 months.
- c) Price quotation includes carrying cost, labor charge and other charge thereof.
- d) Date of delivery or completion of work will be counted from the date of Work Order received/ acknowledged either by signing the photocopy of Work Order or by e-mail confirmation whichever is earlier.
- e) In the event of supply of the mentioned items/services, if the said items/services do not match with as per requirement/approved quotation then, the Bank reserves full right of outright rejection of the items/services.
- f) The product/services 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 of goods/service, 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/services, supplier will have to make necessary rectification the same immediately at Supplier own cost on receipt of complain.
- i) No additional bill/work will be entertained without prior permission of the General Services Division.
- j) Delivery Challan/Work completion certificate duly received by branch/Head Office is to be submitted along with the bill.
- k) The bidder must be regular tax payer.
- l) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- m) Considering the Experience, quality and other factors, CBBL. is not liable to select the lowest bidder.

- n) Must Submit Trade License, TIN, 13 Digit BIN Copy
- o) 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.
- p) For any type of sub-standard quality product/service from selected bidder end, the Bank reserve the right for outright rejection of the goods/services, 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 (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.

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 General Services Division
Community Bank Bangladesh PLC.



BOQ for UPC Confirmation – Electrical Wiring Inspection & Safety Compliance Certification for 19 Branches & 5 Sub-Branches

SN	Particulars	Unit	Qty	Rate (including VAT &	Total Amount
1	Electrical Wiring Inspection & Safety Compliance Certification (Inside Dhaka): Visit the respective Branch and inspect the existing electrical wiring and installation system, including electrical parameters, connected load, MDB/DB, electrical panels, MCB/MCCB/RCCB/ELCB, circuit breakers, wiring, cables, switches, sockets and earthing/grounding. Verify compliance with applicable safety regulations, electrical codes and NEC requirements. Conduct necessary tests/measurements and submit a Branch-wise Inspection & Safety Compliance Certificate with findings and recommendations, if any.	Branch	7		
2	Electrical Wiring Inspection & Safety Compliance Certification (Outside Dhaka): Visit the respective Branch and inspect the existing electrical wiring and installation system, including electrical parameters, connected load, MDB/DB, electrical panels, MCB/MCCB/RCCB/ELCB, circuit breakers, wiring, cables, switches, sockets and earthing/grounding. Verify compliance with applicable safety regulations, electrical codes and NEC requirements. Conduct necessary tests/measurements and submit a Branch-wise Inspection & Safety Compliance Certificate with findings and recommendations, if any.	Branch	12		
3	Electrical Wiring Inspection & Safety Compliance Certification (Outside Dhaka): Visit the respective sub Branch and inspect the existing electrical wiring and installation system, including electrical parameters, connected load, MDB/DB, electrical panels, MCB/MCCB/RCCB/ELCB, circuit breakers, wiring, cables, switches, sockets and earthing/grounding. Verify compliance with applicable safety regulations, electrical codes and NEC requirements. Conduct necessary tests/measurements and submit a Sub Branch-wise Inspection & Safety Compliance Certificate with findings and recommendations, if any.	Sub Branch	5		
Total (Including VAT & Tax)					

In word:

Name of the Bidder :

Contact Number :

Seal & Sign:



**List of 19 Branches & 5 Sub-Branches Name– Electrical Wiring Inspection & Safety Compliance
Certification**

List of Inside Dhaka Branch		
SN	Branch Name	Branch Location
1	Corporate Branch	Gulshan -1, Dhaka
2	Gulshan Branch	Gulshan Avenue, Dhaka
3	Motijheel Branch	Dainik Banglar Moor, Dhaka
4	Dhanmondi Branch	Satmasjid Road, Dhaka
5	Uttara Branch	Azampur, Dhaka
6	Chawkbazar Branch	Water Works Road, Chawkbazar Dhaka
7	Panchabati Branch	Panchabati, Narayanganj
List of Outside Dhaka Branch		
1	Mawna Branch	Mawna, Gazipur
2	Noapara Branch	Hobiganj, Sylhet
3	Agrabad Branch	Chattogram
4	Panchdhona Branch	Panchdhona, Narshingdi
5	Mirzapur Branch	Mirzapur, Tangail
6	Gouripur Branch	Gouripur, Cumilla
7	Khulna Branch	Shibbari Moor, Khulna
8	Ranirbandar Branch	Ranirbandar, Dinajpur
9	Nawabganj Branch	Dhaka
10	Anderkilla Branch	Chattogram
11	Fulbaria Branch	Fulbaria, Mymensingh
12	Jashore Branch	RN Road, Jashore
List of Outside Dhaka Sub Branch		
1	Malopara Sub Branch	Malopara, Rajshahi
2	Sir Iqbal Road (Kalibari) Sub Branch)	Sadar Thana, Khulna
3	Cox's Bazar Sadar Sub Branch	Cox's Bazar
4	Sylhet Sadar Sub Branch	Subidbazar, Sylhet
5	Rangpur Sadar Sub Branch	Jahaz Company Moor, Rangpur.



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Electrical Wiring Inspection Report

Version: 1.0

Date: DD / MM / YYYY

Branch Name:		Address:
BOM Name:		
Designation:		
Contact No.:	Email:	District:

1	Building Details	☐ Multi-Storied	☐ Under Construction	☐ Other
2	Building Type	☐ Commercial	☐ Residential	☐ Police Establishment ☐ Other
3	Number of Floors	☐ 1	☐ 2	☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐
4	PDB/BREB Approved Load Capacity			
5	Electricity Connectivity Type	☐ Single Phase	☐ Three Phase	
6	Is there any PFI?	☐ Yes	☐ No	PFI Reading:
7	Generator Availability	☐ Yes	☐ No	Generator Capacity: KW/MW
8	Number of Meter:	Type of Meter	☐ Single Phase	☐ Three Phase
9	Last Month Usage:KW		Last Month Bill Amount:	
10	Any Incident due to electrical issues after Last Inspection		☐ Yes	☐ No
	If yes, please describe:			

Checklist for Main Distribution Board (MDB):			
1	No. of Main Circuit Breaker :	Rating: 1. _____ Amp 2. _____ Amp 3. _____ Amp	
2	No. of Circuit Breaker for AC :	Rating:	Amp
3	No. of Circuit Breaker for Light:	Rating:	Amp
4	No. of Circuit Breaker for UPS :	Rating:	Amp
5	Any other Circuit Breaker :	Rating:	Amp
6	Circuit breaker in the panels clearly leveled?	☐ Yes ☐ No	
7	Is the condition of Bus Bar ok?	☐ Yes ☐ No	
8	Cable rating of Main Circuit Breaker	Amp	
9	Present load at MDB : L1 Amp L2 Amp L3..... Amp / Total -	KW	
10	Is multi meter available at MDB?	☐ Yes ☐ No	
11	Is proper Cable Lug available for all connectivity?		
12	PDB/BREB input Phase Voltage:	V	
13	PDB/BREB Phase Current:	Amp	
14	Is proper Earthing available?	☐ Yes ☐ No	
15	Earth Voltage (Earth- Neutral):	Earth Resistance:	
16	Surge Protector Availability:	☐ Yes ☐ No	
17	Is fire protection device available near MDB?	☐ Yes ☐ No	
18	Mention the expiry date If fire extinguisher available?	DD/MM/YYYY	

Branch Representative's Signature _____

Inspection Company Name:		
Inspector Name:		
Contact No.:		

Inspector's Comment:	Time: Start: ____:____ AM/PM End: ____:____ AM/PM
 Inspector's Signature	

Electrical Wiring Inspection Report

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Annexure-A

Major Checklist:		
1	Substation Capacity:	
2	Centralized Online UPS Quantity & Capacity:	
3	Service Drop Distance:	
4	Any Stabilizer Availability	☐ Yes ☐ No
5	Any Billboard Connection?	☐ Yes ☐ No
6	Highest Single AC Capacity:	 Ton
7	Surge Protection Availability in Building or Branch:	☐ Yes ☐ No
8	Kitchen Equipment Availability	☐ Gas Burner ☐ Electric Kettle ☐ Microwave Oven ☐ Others
9	Emergency Exit	☐ Yes ☐ No
10	Fire Alarm	☐ Yes ☐ No
11	Emergency Contact Number Available near Fire Panel	☐ Yes ☐ No

Other Checklist:		
1	Lightning Arrestor	
2	Substation Protection Equipment	☐ Gas ☐ Water
3	Substation Environment Control	
4	DG Capacity	
5	Power Connection	
6	Wiring has completed accurately	☐ Yes ☐ No
7	Service Pipe Fixing Done Properly	☐ Yes ☐ No
8	Main Board Fixing Done Properly	☐ Yes ☐ No
9	Earth ROD Fixing Done Properly	☐ Yes ☐ No
10	PFI (Power Factor Improvement) is available?	☐ Yes ☐ No
11	Bus Bar Rating & Circuit Breaker Rating ok or not	☐ Yes ☐ No
12	Surge Protector available	☐ Yes ☐ No
13	Service Wire Quantity	4/3/2 Phase
14	Service Drop Distance	 Meter
15	Any Damage to the insulation of Electrical Cables?	☐ Yes ☐ No
16	Any non-insulated electrical joints?	☐ Yes ☐ No
17	Any cables lying near hot plates?	☐ Yes ☐ No
18	Any damaged sockets/plug points in the Branch?	☐ Yes ☐ No
19	Any bare wires inserted into plug point?	☐ Yes ☐ No
20	Whether grounding of equipment with metal body done?	☐ Yes ☐ No
21	Are portable tools double insulated?	☐ Yes ☐ No
22	Whether circuit breaker in the panels clearly leveled in SDB?	☐ Yes ☐ No
23	Main switch for cutting off supply to the lab marked?	☐ Yes ☐ No
24	Any obstruction in front of the distribution board?	☐ Yes ☐ No
25	Are Multiplug sockets in use?	☐ Yes ☐ No
26	Number of Power Strips/Multiplug	2-Pin Round: ____ Pcs Flat: ____ Pcs 3-Pin Round: ____ Pcs Flat: ____ Pcs
27	Number of Sockets	2-Pin Round: ____ Pcs Flat: ____ Pcs 3-Pin Round: ____ Pcs Flat: ____ Pcs
28	Proper tags attached to equipment's out of order/under repair?	☐ Yes ☐ No
29	Whether electrical cables are laid along the passage	☐ Yes ☐ No
30	Is there periodic maintenance of air conditioners?	☐ Yes ☐ No
31	Whether metallic objects worn by personnel conducting electrical experiments?	☐ Yes ☐ No
32	Insulating mats provided for high voltage experiments.	☐ Yes ☐ No



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33	Are Live parts of the experimental setup properly insulated or protected to prevent contact?	☐ Yes ☐ No
34	Caution Labels displayed near high voltage experiment setups?	☐ Yes ☐ No
35	Any Opening on switch/panel boards	☐ Yes ☐ No
36	Are all extension cords & equipment's cords run so as to prevent damage to the cord insulation?	☐ Yes ☐ No
37	Are all extension cords & equipment's cords placed in such a manner as to minimize the risk of tripping over the cord?	☐ Yes ☐ No
38	Do extension cords remain in use for less than 30 days?	☐ Yes ☐ No
39	Do all electrical panels have a clear area at least 36 inches by 36 inches centered on the panel, in front?	☐ Yes ☐ No