

Date- September 01, 2026

Tender Reference# CBBL/GSD/RFQ/2026/0069

Tender Title- RFQ (Request for Quotation) for Delivery, Supply & Installation of Fire Extinguisher Refill at Various Branch and Data Center of Community Bank Bangladesh PLC.

Dear Sir,

Quotation (With BOQ attached herewith) is hereby invited RFQ (Request for Quotation) as well as Technical Specifications for supply of

i) Fire Extinguisher Refill

at **Various Branch & Data Center** of Community Bank Bangladesh PLC.

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/2026/0069)

- ✓ 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.

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

- a) All refilling materials and accessories (if any) must be new, genuine, and of approved standard. Any counterfeit, adulterated, expired, or reused materials will not be accepted by the Bank. In case of any fault, deficiency, or non-compliance, the supplier shall be fully responsible.
- b) The Bank reserves the right to send the New & refilled fire extinguisher(s) to the Fire Service & Civil Defense Office or any authorized authority for inspection and verification.
- c) The supplier must possess all **necessary licenses, approvals, and authorizations** required for Fire Extinguisher Refill and related installation works, issued by the competent authority.
- d) If required by the Bank, the supplier must arrange a **product demonstration or sample inspection** prior to final approval.
- e) Delivery timeline must be strictly maintained as follows: **Within Dhaka: Maximum 05 (five) working days** from the date of Work Order. **Outside Dhaka: Maximum 10 (ten) working days** from the date of Work Order.
- f) Ready stock will be given preference.
- g) You will have to provide one-year free service warranty.
- h) Delivery Challan duly received by branch is to be submitted along with the bill.
- i) You will have to obtain verbal approval for installation of machine from us prior to install/ delivery of the machine at Branch/ Division.
- j) 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.
- k) 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.
- l) 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.
- m) 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.

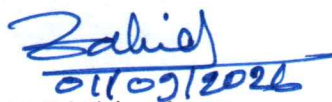
- n) In case of any deficiency in the delivered product, supplier will have to make necessary rectification the same immediately at Supplier own cost on receipt of complain.
- o) No additional bill/work will be entertained without prior permission of the concerned Division.
- p) Must submit 03 (three) nos. work order in last two financial year in which 2 nos. work order must with recent reputed bank for the similar products.
- q) The bidder must be regular tax payer.
- r) Financial offer should be valid for Minimum (06) months after Bank's confirmation.
- s) Price quotation includes carrying cost, labor charge and other charge thereof.
- t) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- u) Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
- v) Must Submit Trade License, TIN, 13 Digit BIN Copy
- w) 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.
- x) Selected Bidder must ensure to site Installation & Testing on site after sales support for the full warranty period
- y) 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 (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 General Services Division
Community Bank Bangladesh PLC.

BOQ for Refilling, Servicing, Pressure Checking, Leakage Testing, Valve Inspection, Safety Pin & Seal Checking, and Recharging of Existing Fire Extinguishers at Head Office and Various Branch Locations of Community Bank Bangladesh PLC

SN	Location Name	Extinguisher Type	Unit	Qty	Rate (including VAT & Tax)	Total Amount	Final Amount
1	Head Office (Level-5, 10, 11)	Auto Type, 6 KG	Pcs	4			
		CO2 Type, 5 KG	Pcs	16			
		ABC Type, 5 KG	Pcs	26			
2	Corporate Branch	Auto Type, 6 KG	Pcs	3			
		CO2 Type, 5 KG	Pcs	3			
		ABC Type, 5 KG	Pcs	7			
3	Gulshan Branch	Auto Type, 6 KG	Pcs	3			
		CO2 Type, 5 KG	Pcs	4			
		ABC Type, 5 KG	Pcs	7			
4	Dhanmondi Branch	Auto Type, 6 KG	Pcs	3			
		CO2 Type, 5 KG	Pcs	4			
		ABC Type, 5 KG	Pcs	6			
5	Chawkbazar Branch	Auto Type, 6 KG	Pcs	3			
		CO2 Type, 5 KG	Pcs	4			
		ABC Type, 5 KG	Pcs	6			
6	Uttara Branch	Auto Type, 6 KG	Pcs	4			
		CO2 Type, 5 KG	Pcs	4			
		ABC Type, 5 KG	Pcs	7			
7	Mirzapur Branch	Auto Type, 6 KG	Pcs	3			
		CO2 Type, 5 KG	Pcs	4			
		ABC Type, 5 KG	Pcs	6			
8	Panchdona Branch	Auto Type, 6 KG	Pcs	3			
		CO2 Type, 5 KG	Pcs	4			
		ABC Type, 5 KG	Pcs	6			
9	Malopara Sub Branch	Auto Type, 6 KG	Pcs	1			
		CO2 Type, 5 KG	Pcs	2			
		ABC Type, 5 KG	Pcs	3			
11	Sir Iqbal Road (Kalibari) Sub Branch	Auto Type, 6 KG	Pcs	2			
		CO2 Type, 5 KG	Pcs	3			
		ABC Type, 5 KG	Pcs	3			
12	Data Center (Uttara)	ABC Type, 5 KG	Pcs	2			
Final Amount (Including VAT & TAX)							

In Word:

Name of the Bidder :

Contact Number :

Seal & Sign:

