Community Bank
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Date- October 15, 2026

Tender Reference# CBBL/GSD/RFQ/2026/0083

Tender Title- ***RFQ (Request for Quotation) and UPC (Unit Price Confirmation) as well as Technical Specifications for supply of Steel Furniture at Community Bank Bangladesh PLC.***

Dear Sir,

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

i) Steel Furniture

at 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 October 26, 2026 addressing "Chairman, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBL/GSD/RFQ/2025/0091)**

- ✓ **Only relevant enlisted vendors are invited to submit their offer**
- ✓ **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) The steel furniture must be of superior quality, durable, and manufactured in accordance with standard industry practices and the Bank's required quality standards.

b) The product's design, dimensions, steel sheet thickness, materials, color, finishing and overall workmanship must strictly comply with the Bank's specifications and approved requirements.

c) The Bank reserves the right to inspect samples or existing products before final selection to verify their quality, durability, workmanship and compliance with the Bank's standards.

d) No changes to the approved specifications, design, materials, dimensions or finishing shall be made without prior approval from the General Services Division (GSD), Head Office.

e) All supplied furniture must be new, unused and free from manufacturing defects, dents, scratches, rust, deformation, uneven finishing or any other quality deficiencies.

f) The supplier must provide a minimum one-year service warranty against manufacturing defects, including necessary repairs and replacement of defective parts at no additional cost to the Bank.

g) The Bank reserves the right to reject any product that fails to meet the specified requirements, approved sample or required quality standards. The supplier shall collect the rejected products at its own cost and replace them with acceptable products within the timeframe specified by the Bank.

h) The supplier shall ensure proper transportation, handling, loading, unloading, delivery and installation, where applicable, at the location designated by the Bank, taking all necessary precautions to prevent damage to the products and Bank premises.

i) The supplier must complete delivery within the timeframe specified by the Bank. Any anticipated delay must be communicated to the Bank in writing before the expiry of the stipulated delivery period.

j) Payment shall be made upon satisfactory delivery, inspection and acceptance of the supplied furniture by the Bank, subject to submission of the required supporting documents and applicable statutory deductions.

k) The financial quotation must remain valid for a minimum period of six (06) months from the quotation submission deadline.

Community Bank Bangladesh PLC. GSD, Head Office, Dhaka

l) The Bank shall evaluate quotations based on compliance with specifications, product quality, durability, workmanship, price and other relevant factors. The Bank shall not be obligated to select the lowest-priced bidder.

m) The bidder must submit valid copies of the Trade License, e-TIN certificate and 13-digit BIN certificate, as applicable.

n) The bidder must comply with all applicable tax and VAT regulations and provide relevant supporting documents upon request by the Bank.

o) The Bank reserves the right to accept or reject any or all quotations, wholly or partially, in accordance with its applicable procurement procedures, without incurring any liability to the bidders.

p) 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.

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Financial Offer Format

BOQ of Steel Furniture for Community Bank Bangladesh PLC					
SN	**ITEMS**	**UOM**	**QUANTITY**	**Unit Rate** (including VAT & TAX)	**Total Amount** (including VAT & TAX)
1	**Steel Almirah (H-72" X L-36" X D-18"):**Gauge/ Sheet: 20-gauge MS Sheet, **Door:** Four Drawers (20 gauge) with lock, **Paint:** Spray Paint	**NOS**	**1**		
2	**Steel File Cabinet (H-54" X L-18" X D-24"):**4 drawers made of 20/22 gauge ms sheet Central Push and separate locking arrangement complete with Spray painting	**NOS**	**1**		
3	**Steel Rack (H-72" x L- 48" x D- 20"):**Gauge/ Sheet: 18 gauge MS Sheet (18"x18"x18" M.S. Angle) Shelves: 6 shelves with 20 gauge MS Sheet Paint: Spray Paint	**set**	**1**		
4	**Steel Cash Drawer (H-24" x L-18" x D-18"):** Gauge/ Sheet: 20-gauge MS Sheet, **Drawer:** 3 drawers with 20-gauge MS Sheet, **Paint:** Spray Paint	NOS	1		
5	**Hand Cash Box with Handle (H- 11" x L- 19" x D-17"):** Gauge/ Sheet: 20-gauge MS SheetPaint: Spray Paint	NOS	1		
6	**Fire Proof Strong Room Door with Grill Door (H-7' x W-4'):** Door Frame: Made of ¼ thick M.S plate (Two side top bottom and main door) Inner door made of 1/8" thickness M.S plate total thickness of door with lock case will be 4 and ¾ the total thickness of door frame 10" wall opening front and backBolt Work: Strongly built up with door slab by solid tee steel flanges on two side is a heavy lock case fitted with powerful shooting bolts 1½" diameter, and should work simultaneously by a pilot wheel. The shooting bolt mechanism is to be assembled on the firm base of the door slab itself.Locks: Two locks each of (10 lever) fitted with inner door plate. The each different set of key to be double fitted and to be supplied in duplicateFire Protection: The door is completed fire proof the thickness of Fire Clay Powder will be ½".Grill Door: Strong constructed of ¾" M.S. Rod 10Nos fitted into strong MS Angle of 2"X2"X1/8". The ventilation grill door is to be secured with un-pick able lock controlled from outside. The grill doors are to be fitted in the same frame	NOS	1		
7	**Fire Proof Iron Safe(H- 60"X L- 30"X D- 30"):Door:** Outer body made of (6mm) M.S. Plate and inner body made of (3 mm) M.S. Plate. There will be 2 (Two) Drawers at the bottom and 3 (Three) shelves in between made of best quality 14 gauge BP SheetLocks: Strongly built up with door slab by solid tee steel flanges on two side is a heavy lock case fitted with powerful shooting bolts 1½" diameter, and should work simultaneously by a pilot wheel. The shooting bolt mechanism is to be assembled on the firm base of the door slab itself.Hinge Mechanism: The hinge mechanism is to be so devised by the hinges for the door can be adjusted vertically to maintain a perfect fit into the frame permanently. Also the weight of the door is to carry on hardened steel centers to enable it to swing easilyFire Protection: The gap between the inner & outer body should be filled up with the best quality fireproof materials.Painting Works: The iron safe should be of rust proof Oxide and hammer spray painting conforming to international standard	NOS	1		

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BOQ of Steel Furniture for Community Bank Bangladesh PLC					
SN	**ITEMS**	**UOM**	**QUANTITY**	**Unit Rate** (including VAT & TAX)	**Total Amount** (including VAT & TAX)
8	**Steel TrunkL- (42"x W- 24"x D- 22"):** Steel trunks (42"x24"x22"), made of 20/22-gauge sheet	NOS	1		
9	**Transportation and Delivery of Iron Safe inside Dhaka**	Nos	1		
10	**Transportation and Delivery of Iron Safe Narayanganj, Narsingdi and Gazipur Area**	Nos	1		
11	**Transportation and Delivery of Iron Safe Outside Dhaka** (except serial no 10)	Nos	1		
12	**Shifting of existing Iron Safe within Same City (Size: Bank Standard)**	Nos	1		
13	**Shifting of existing Locker Almirah within Same City (Size: Bank Standard)**	Nos	1		
14	**Shifting and reinstallation of existing Fire Proof Strong Room Door with Grill Door within Same City (Size: Bank Standard)**	Nos	1		
Grand Total					

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