Community Bank
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Date- November 12, 2026

Tender Reference# CBBL/GSD/RFQ/2026/0090

Tender Title- ***RFQ (Request for Quotation) as well as Technical Specifications for supply of Locker Almirah as per Sample and Bank requirement 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) Locker Almirah

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 November 18, 2026 addressing "Chairman, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# CBBL/GSD/RFQ/2026/0090)**

- ✓ **Only relevant 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)**
- ✓ **Bank may Procure the locker almirah in phase by phase as per requirement.**

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

1. The Locker Almirah shall be of superior quality, durable, secure and suitable for banking use, manufactured in accordance with standard industry practices and the Bank's approved specifications.
2. The steel sheet thickness, dimensions, design, locking mechanism, hinges, handles, shelves, materials, colour and finishing shall strictly comply with the Bank's requirements and approved sample.
3. The Locker Almirah shall be manufactured from high-quality steel with adequate structural strength, reinforced doors/body and a reliable locking system to ensure safe and secure storage of Bank documents and valuables.
4. All supplied units must be brand new, unused and free from defects, including dents, scratches, rust, deformation, defective locks, misalignment or poor finishing.
5. The Bank reserves the right to inspect samples or existing products before final selection and to reject any product that does not meet the required quality, security or specification standards.
6. No change in the approved design, dimensions, steel thickness, materials, locking system or finishing shall be made without prior approval from GSD, Head Office.
7. The locker locking system, including lock mechanism, locking rods/bolts and related components, shall carry a minimum two (02) years warranty against manufacturing and functional defects.
8. The numbering/identification system installed on the front of each locker compartment/box shall be durable and clearly visible. The numbering shall carry a minimum five (05) years warranty against fading, peeling, detachment or loss of legibility.
9. In case of loss, damage or malfunction of any locker key, the supplier shall provide replacement/duplicate key or necessary lock replacement service within 24 hours in Dhaka City and within 48 hours outside Dhaka City, from the time of notification by the Bank.
10. Any defect or malfunction affecting the security or operation of the locker shall be attended to on a priority basis.

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11. The supplier shall ensure that all keys, lock-related information and security arrangements are handled with strict confidentiality and shall not retain or disclose any duplicate key, key code or security information without the Bank's written authorization.
12. The supplier shall ensure proper delivery, transportation, handling, unloading and installation, where applicable, without causing damage to the products or Bank premises.
13. Payment shall be made upon satisfactory delivery, inspection and acceptance of the supplied Locker Almirah, subject to applicable statutory deductions and required documents.
14. The quotation shall remain valid for a minimum of six (06) months from the quotation submission deadline.
15. The Bank shall evaluate offers based on quality, security features, durability, workmanship, compliance with specifications and price. The Bank shall not be bound to select the lowest-priced bidder.
16. The bidder shall submit valid copies of the Trade License, e-TIN and 13-digit BIN Certificate, as applicable, and comply with all applicable VAT and tax regulations.
17. Any sub-standard, defective or non-compliant product shall be rejected by the Bank. The supplier shall collect the rejected product at its own cost and replace it with an acceptable product within ten (10) days of rejection.
18. The Bank reserves the right to accept or reject any or all quotations, wholly or partially, in accordance with its applicable procurement procedures, without any liability to the bidders.

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.

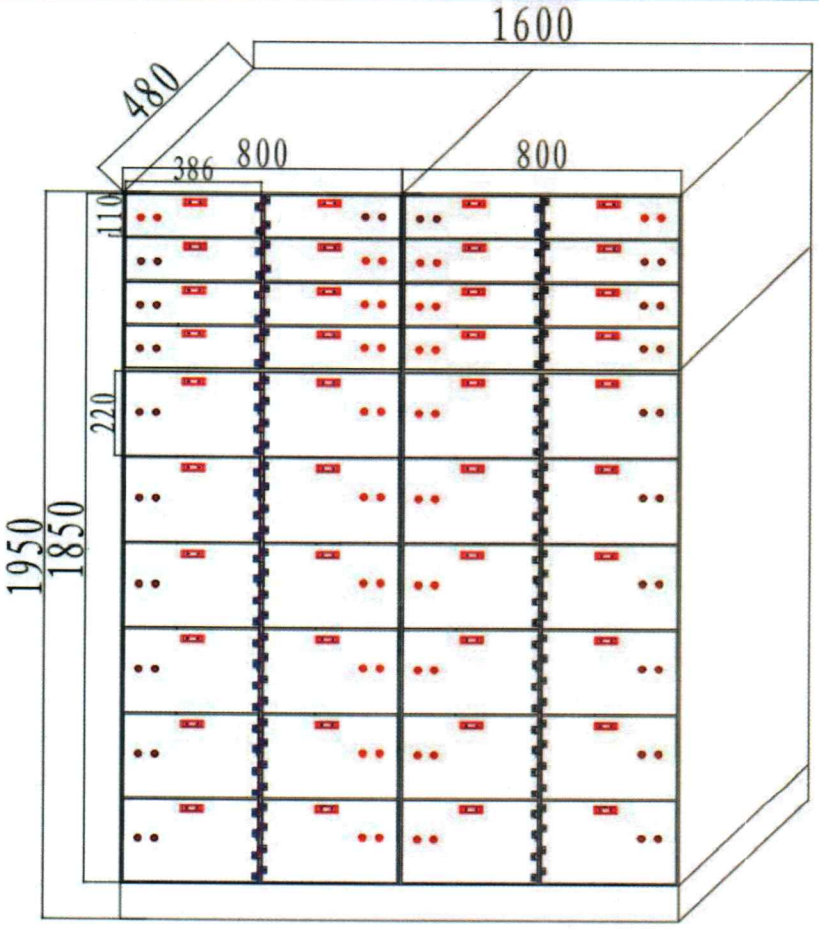
Community Bank Bangladesh PLC. GSD, Head Office, Dhaka

Technical Documents for Locker Almirah Purchase:

Sample Picture of Locker



Size and Dimention



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Technical Documents for Locker Almirah Purchase:

Locker Specifications	
1. CHAMBER CONFIGURATION	
Total Chambers	40 Chambers (16 Small + 24 Big)
Small Chamber — 16 pcs	H 4.5" x W 14" x D 19" (110 mm H)
Big Chamber — 24 pcs	H 9" x W 14" x D 19" (220 mm H)
Layout	4 Columns • Small: 4 Rows x 4 • Big: 6 Rows x 4
Numbering	Small: 101-116 • Big: 201-224 • Brass Plate
2. OVERALL DIMENSIONS — AS PER DRAWING	
Overall Size (H x W x D)	1950 mm x 1600 mm x 480 mm
Usable Height	1850 mm
Module Split	2 Modules x 800 mm = 1600 mm
Depth	480 mm
Body Material	Q235 Solid Steel
Finish	Powder Coating Colour
3. LOCKING SYSTEM — 2 KEY LOCK	
Lock Type	2 Individual Brass Locks per Chamber
Lock 1 — Bank Authority	Bank Master Key — Brass, Fire Resistant
Lock 2 — Renter / Client	Customer Key — Brass, Fire Resistant
Operation	Both keys required together (Dual Control)
Keys Supplied	2 Keys per Lock = 4 Keys per Chamber
Locking Bolts	2 Locking Bolts per Door
Bolt Thickness	18 mm Solid Steel Bolts
Fire Resistant Key	Yes — Fire Resistant Brass Key & Lock Body

Requirments	
Total Almirah Requirement: 05 units	
Location (Branch)	**Location-wise Quantity**
Corporate Branch, Police Plaza, Gulshan	02 units
Gulshan Branch	01 unit
Dhanmondi Branch	01 unit
Uttara Branch	01 unit

The Bank may procure the products in phases, as and when required.

Special Notes	
BOX Quantity: Total 40 units BOX (L=24 + M=16)	
Large	**Medium**
Size: 9"H x 14"W x 19"D	Size: 4.5"H x 14"W x 19"D
Box Quantity in a single Almirah: 24 units	Box Quantity in a single Almirah: 16 units

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