**City Bank PLC**

**General Admin Division**

City Bank Center, 4th Floor, 28 Gulshan Avenue, Gulshan-1, Dhaka - 1212, Bangladesh

**Annexure-I**

**RFQ Terms & Conditions and Instructions to the Bidders**

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| A | **Reference Number** | CB/GAD/Y25/12, Date: 21/09/2025 |
| B | **Auction Division's Name & Address** | General Admin Division, The City Bank Limited, Head Office, City Bank Center 4th Floor, 28 Gulshan Avenue, Gulshan-1, Dhaka - 1212, Bangladesh. |
| C | **Name of the Work/Services** | **Old Furniture and others items auction of Bhairab Bazar Branch for City Bank PLC.** |
| D | **Place of Auction Items** | Bhairab Bazar Branch |
| E | **Auction offer submission place** | Bhairab Bazar Branch, City Bank PLC. |
| F | **Submission Date and Time** | Date of submission **on or before September 25th, 2025 at 05:00 PM**. (Except Regular Holidays). |
| G | **Contact Person for this RFQ Issues** | For any enquiries of this RFQ, please send your request to: [*tenderenquiry@citybankplc.com*](mailto:tenderenquiry@citybankplc.com)*;* marking subject **“Queries of RFQ for Auction of Old Furniture & others items** ”. Queries without marking proper subject would not be answered. |
| 1 | **Written Offer** | Complete offer must be in written clearly in Company Letterhead Pad, duly signed and sealed with date by the authorized representative of the Company. There should not be any cutting / erasing / overwriting in the bid documents. **Bidder should visit the site before submitting the quotation.** |
| 2 | **Security Money** | 10 % security money in pay order must be submit with the auction offer. |
| 3 | **Details of Auction items** | Detail as per Annex 2\_BOQ & Pricing format. |
| 4 | **Liquidated Ascertain Damages (LAD)** | If awarded vendor fail to take delivery the auction goods in specified time then his security money will be forfeited. |
| 5 | **Payment Terms** | After open the auction offer, the winner vendor need to pay full amount including 25 % vat & tax. |
| 6 | **Delivery** | Auction items will be delivered in 2 or 3 phases from the Branch. |
| 6 | **Rights of CBL** | City Bank PLC reserves the right to accept/ cancel/ reject any or all offer without assigning any reason. CB reserves the right to share the Bidder’s response to this RFQ with its advisors and concern Business Units. CB reserves the right to: conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations. |
| 7 | **Structure of Bid** | 1. All the auction offer will have to be submitted in hard bound form. Incomplete proposal may summarily be rejected. 2. No bid will be considered unless and until each page of the bid document is duly signed by the authorized signatory 3. All the columns of the quotation form shall be duly, properly and exhaustively filled in. The rates and units shall not be overwritten.   Bidder shall duly fill up, print in letter head pad, sign & submit financial proposal. Financial Proposal shall contain the following:   1. Financial offer as per **pricing Format** mentioned in   Annex 2\_BOQ & Pricing format.   1. 10 % security money pay order. |
| 8 | **Seal Bid** | Bid envelop shall be properly sealed and Signed. At the top of envelop bidder shall clearly write (name and reference number of this RFQ) “**CB/GAD/Y25/12, RFQ for Old Furniture and others items auction of Bhairab Bazar Branch for City Bank PLC.”** Envelop without written the reference number and bids without seal and sign will not be considered for evaluation. City Bank PLC reserves the right to accept/reject/cancel any or all the bids without showing any reasons. |
| 9 | **Contacting City Bank** | 1. Any effort by a Bidder influencing the Bank bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid. 2. Bidder shall not approach Bank officers after office hours and/or outside office premises, from the time of the bid opening till the time the Contract/WO/PO is awarded. |
| 10 | **Incomplete Bid Document** | The bid will be automatically cancelled if the requisite terms & conditions are not fulfilled. |
| 11 | **Manipulation & Action** | Manipulation or any kind of unusual approach or failure to submit the proposal/offer within stipulated time frame will be treated as “Disqualification” to attend in the bidding. |