



CITIZENS BANK

TODAY • TOMORROW • TOGETHER

Tender Schedule

For

Supply and Installation of 07 KVA Petrol Generators for Bank's upcoming 09 Branches/Sub-Branches at different Locations in the year -2025

NOVEMBER-2025

Company Seal and Sign



Tender Schedule for supply and Installation of 07 KVA Petrol Generator for Bank's upcoming 09 Branches/Sub-Branches at different Locations in the year -2025

In order to supply and Installation of 07 KVA Petrol Generator for Bank's upcoming 09 Branches/Sub-Branches tender in sealed cover are hereby invited from reputed and bonafide Vendors as per following terms and conditions:

Sl. No.	Terms and Conditions
01	Filled in BOQ for supply and Installation of 07 KVA Petrol Generator for Bank's upcoming 09 Branches/Sub-Branches (Bogura Branch, Chatkhil Branch, Lohagora Branch, Malkhanagar Branch, Kodomtola Branch, Kawran Bazar Sub-Branch, Baligaon Sub-Branch, Aglabazar Sub-Branch and Thakhurdighi Sub-Branch) must be dropped in the tender box kept at General Services & Logistics Division, Head Office, 02, Chini Shilpa Bhaban-2, 76 Motijheel C/A, Dhaka-1000 on or before 12.00 PM of December 02, 2025 and the financial Offer shall be opened at 1.00 PM sharp on the same day in presence of the bidders or their authorized representatives (if any).
02	Tender Method: Single Stage One Envelop Tendering Method.
03	The bidders should quote unit cost and total cost. Schedule would be treated as disqualified if any kind of cutting/erasing/overwriting in the same.
04	<u>Eligibility of Tender:</u> <ul style="list-style-type: none"> The bidder must have 03 (Three) years similar work experience in the Banking sector/Multinational Organization/Corporate Sector. The bidder must have experience of min 03 (Three) nos. similar work in the last year. Total completed similar work volume should not be less than Tk. 50 (Fifty Lac) Lac in the last year. The bidder must have Site Engineer (Diploma in Civil Engg. & min 03 yrs experience in similar work) and Site Supervisor (HSC & min 02 yrs experience in similar work). The bidder must have skilled work force/set-up as regard to different interior decoration works for smooth functioning.
05	All the samples should be approved prior to construction works from GS&LD. Necessary documents, purchase receipts proving origin and genuinity of the products will be verified by GS&LD.
06	The quoted price of each item should be justified and there should not be a large variation compared to current market price.
07	Bidders must have the ability to complete the work as per specification and design with satisfaction of competent authority of the Bank.
08	In case of modification/variation of model/specification of any product rather than BOQ, prior approval should be taken from GSLD. Otherwise Bank will not accept any deviation of required item mentioned at BOQ. Bank have full right to disallow to payment the bill of that particular item.
09	The Bank reserves the right to accept or reject any or all tenders without any reason what so ever and not bound to accept the lowest tender.
10	The Bank reserves the right to reduce or increase the item and its quantity.
11	The work-order will be automatically forfeited if the requisite terms and conditions are not fulfilled.
12	VAT and IT will be deducted from the bill(s) at source as per Government rules and regulations.
13	Bidders must submit the following documents along with their Technical offer: <ul style="list-style-type: none"> Company Profile. Attested copy of up-to-date Trade License, TAX Clearance Certificate, VAT Registration Certificate & Valid ABC License. List of Employees (Technical and Non-Technical). CV of Site Engineer and Site Supervisor who will be engaged for the proposed premises. Attested copy of Work Completion Certificate (Last 12 months). Annual Turnover (Last 03 years) Rate analysis with financial offer.
14	The work must be completed within 25 days from the date of receiving the work order. An amount of Tk. 10,000.00 (Taka Ten Thousand) only per day will be penalized from the final bill for any sorts of delay to hand over the premises in due time to the Bank after completion of works as stated in the work order.
15	10% of final payment shall be retained as security deposit for a period of 01 (One) year from the date of handing over the premises to the Bank after successful completion of the scheduled works.
16	This quotation will be valid 06 (Six) months from the date of tender submission.



**Tender Schedule for supply and Installation of 07 KVA Petrol Generators for Bank's upcoming
09 Branches/Sub-Branches at different Locations in the year -2025**

General Services & Logistics Division, Head Office, 76- Motijheel C/A, Dhaka-1000

SUMMARY SHEET

	Date of Submission	2/12/2025
	Time of Submission	Before 12.00 P.M
SL	Particulars	Amount (Taka)
1	Bogura Branch (Urban)	
2	Chatkhil Branch (Urban)	
3	Lohagora Branch, Chattogram (Rural)	
4	Malkhanagar Branch (Rural)	
5	Kodomtoli Branch (Rural)	
6	Kawran Bazar Sub-Branch (Urban)	
7	Baligaon Sub-Branch (Rural)	
8	Aglabazar Sub-Branch (Rural)	
9	Thakhurdighi Sub-Branch (Rural)	
Grand Total (Including VAT & AIT) Including Cost at the said premises)		
In Word :		

Signature of the Contractor with Date

Full Name:
Name Of the Firm:
Contact Number:
Email:

Company Seal and Sign



Quotation for Supplying of 07 KVA Petrol Generator for Bogura Branch (Urban)
Address: Bhandari Monzil, Borogola, Bogura

Date of Submission :	02/12/2025
Time of Submission :	On or before 12.00PM

SL	Description	Qty	Unit	Rate	Amount (Taka)
1	Generator Brand Name: Country Of Origin: Warranty: Supplying of 07 KVA Petrol Generator: Supplying of 07 KVA generator along with canopy including transportation & lifting & installation charge (if site required). 100% ready stock along with generator ATS	1	Nos		
2	Installation Materials: Supply of fitting & fixing of all installation materials, Transportation cost along with installation charge (Cable distance from generator to ATS is at actual)	1	Job		
Grand Total					
In Word (Taka):					



Quotation for Supplying of 07 KVA Petrol Generator for Chatkhil Branch
Address: Kshem Delar Building, Khilpara Road, Chatkhil, Dakkhin Bazar, Noakhali.

Date of Submission :	02/12/225
Time of Submission :	On or before 12.00PM

SL	Description	Qty	Unit	Rate	Amount (Taka)
1	Generator Brand Name: Country Of Origin: Warranty: Supplying of 07 KVA Petrol Generator: Supplying of 07 KVA generator along with canopy including transportation & lifting & installation charge (if site required). 100% ready stock along with generator ATS	1	Nos		
2	Installation Materials: Supply of fitting & fixing of all installation materials, Transportation cost along with installation charge (Cable distance from generator to ATS is at actual)	1	Job		
Grand Total					
In Word (Taka):					



Quotation for Supplying of 07 KVA Petrol Generator for Lohagora Branch
Address: Sikder Center, Amirabad, Motor station, Lohagora, Chattogram.

Date of Submission :	02/12/2025
Time of Submission :	On or before 12.00PM

SL	Description	Qty	Unit	Rate	Amount (Taka)
1	Generator Brand Name: Country Of Origin: Warranty: Supplying of 07 KVA Petrol Generator: Supplying of 07 KVA generator along with canopy including transportation & lifting & installation charge (if site required). 100% ready stock along with generator ATS	1	Nos		
2	Installation Materials: Supply of fitting & fixing of all installation materials, Transportation cost along with installation charge (Cable distance from generator to ATS is at actual)	1	Job		
Grand Total					

In Word (Taka):



Quotation for Supplying of 07 KVA Petrol Generator for Malkhanagar Branch
 Address: Hazi Nazrul Islam Market, Malkhanagar, Taltola Bazar, Sirajdikhan, Munshigonj.

Date of Submission :	02/12/2025
Time of Submission :	On or before 12.00PM

Sl.	Description	Qty	Unit	Rate	Amount (Taka)
1	Generator Brand Name: Country Of Origin: Warranty: Supplying of 07 KVA Petrol Generator: Supplying of 07 KVA generator along with canopy including transportation & lifting & installation charge (if site required). 100% ready stock along with generator ATS	1	Nos		
2	Installation Materials: Supply of fitting & fixing of all installation materials, Transportation cost along with installation charge (Cable distance from generator to ATS is at actual)	1	Job		
Grand Total					
In Word (Taka):					



Quotation for Supplying of 07 KVA Petrol Generator for Kodomtoli Branch
Address: Mona Trade City, Zinjira High Way, Kadamtoli, Keranigonj, Dhaka

Date of Submission :	02/12/2025
Time of Submission :	On or before 12.00PM

SL	Description	Qty	Unit	Rate	Amount (Taka)
1	Generator Brand Name: Country Of Origin: Warranty: Supplying of 07 KVA Petrol Generator: Supplying of 07 KVA generator along with canopy including transportation & lifting & installation charge (if site required). 100% ready stock along with generator ATS	1	Nos		
2	Installation Materials: Supply of fitting & fixing of all installation materials, Transportation cost along with installation charge (Cable distance from generator to ATS is at actual)	1	Job		
Grand Total					
In Word (Taka):					



Quotation for Supplying of 07 KVA Petrol Generator for Kawran Bazar Sub-Branch (Urban)

Address: Jahangir Tower, 10 Kawran Bazar C/A, Dhaka-1215

Date of Submission :	02/12/2025
Time of Submission :	On or before 12.00PM

SL	Description	Qty	Unit	Rate	Amount (Taka)
1	Generator Brand Name: Country Of Origin: Warranty: Supplying of 07 KVA Petrol Generator: Supplying of 07 KVA generator along with canopy including transportation & lifting & installation charge (if site required). 100% ready stock along with generator ATS	1	Nos		
2	Installation Materials: Supply of fitting & fixing of all installation materials, Transportation cost along with installation charge (Cable distance from generator to ATS is at actual)	1	Job		
Grand Total					
In Word (Taka):					



Quotation for Supplying of 07 KVA Petrol Generator for Baligaon Sub-Branch (Rural)

Address: S.M Hatem Plaza, Baligaon Bazar, Tongi Bari, Munshigonj

Date of Submission :	02/12/2025
Time of Submission :	On or before 12.00PM

Sl.	Description	Qty	Unit	Rate	Amount (Taka)
1	Generator Brand Name: Country Of Origin: Warranty: Supplying of 07 KVA Petrol Generator: Supplying of 07 KVA generator along with canopy including transportation & lifting & installation charge (if site required). 100% ready stock along with generator ATS	1	Nos		
2	Installation Materials: Supply of fitting & fixing of all installation materials, Transportation cost along with installation charge (Cable distance from generator to ATS is at actual)	1	Job		
Grand Total					
In Word (Taka):					



Quotation for Supplying of 07 KVA Petrol Generator for Aglabazar Sub-Branch (Rural)

Address: Jahanara Plaza, Aglabazar, Nawabgonj, Dhaka

Date of Submission :	02/12/2025
Time of Submission :	On or before 12.00PM

Sl.	Description	Qty	Unit	Rate	Amount (Taka)
1	Generator Brand Name: Country Of Origin: Warranty: Supplying of 07 KVA Petrol Generator: Supplying of 07 KVA generator along with canopy including transportation & lifting & installation charge (if site required). 100% ready stock along with generator ATS	1	Nos		
2	Installation Materials: Supply of fitting & fixing of all installation materials, Transportation cost along with installation charge (Cable distance from generator to ATS is at actual)	1	Job		
	Grand Total				
In Word (Taka):					



Quotation for Supplying of 07 KVA Petrol Generator for Thakurdighi Sub-Branch (Rural)
Address: Thakurdighi Bazar, Padua, Lohagora, Chattogram

Date of Submission :	02/12/2025
Time of Submission :	On or before 12.00PM

SL	Description	Qty	Unit	Rate	Amount (Taka)
1	Generator Brand Name: Country Of Origin: Warranty: Supplying of 07 KVA Petrol Generator: Supplying of 07 KVA generator along with canopy including transportation & lifting & installation charge (if site required). 100% ready stock along with generator ATS	1	Nos		
2	Installation Materials: Supply of fitting & fixing of all installation materials, Transportation cost along with installation charge (Cable distance from generator to ATS is at actual)	1	Job		
Grand Total					
In Word (Taka):					

