

Date: February 28, 2024

Tender Title: "RFQ (Request for Quotation) for set up of Store Room and Internal rearrangement at Uttara Branch, Community Bank Bangladesh PLC."

Tender Ref: "CBBPLC./GSD/RFQ/2024/0015"

Dear All,

Greetings from Community Bank Bangladesh PLC.!!

Community Bank Bangladesh PLC is the 59th Schedule Bank of Bangladesh. For set up Store Room and Internal rearrangement inside Uttara Branch, Community Bank Bangladesh PLC., some civil works as well as interior works are needed to be done at the said location. BOQ, lay-out (existing & proposed) are attached herewith as your ready reference.

Only relevant enlisted vendors shall be eligible for submission of their financial offer.

You are requested to submit (HARD COPY) your financial offer in a closed envelope as per specification within 2.00 P.M. on March 08, 2024. At Bank's discretion, any bidder can be declared as non-responsive if **any inconsistency is found or vendor's do not have sufficient strength to carry out the works**. As the works will be done in a running branch, most of the works have to be done after office hours/ holidays.

TENDER Summary

1)	Tender Reference No	CBBPLC./GSD/RFQ/2024/0015
2)	Date Of Tender Document	28.02.2024
3)	Last Date For Submitting Pre-Bid Queries (through mail)	03.03.2024
4)	Date Of Pre Bid Meeting	04.03.2023 at 12.00 P.M.
5)	Last Date For Submission Of Tender	08.03.2023 at 2.00 P.M.
6)	Date Of Opening Of Financial Bid	Will be opened through TOC (Tender Opening Committee)
7)	Cost Of Tender Document	Free of Cost
8)	Earnest Money Deposit (EMD)	Not Required

- **No advance or running bill will be paid before successful completion of the works**
- **10% of total payable bill will be retained for 01 (one) year after completion of works and payment of final bill.**

A. General Terms and Conditions:

- 1) **Financial Offer/Price/Quotation:** The quoted price should include applicable VAT. The rate shall be as per Government circular
- 2) **Work Location/Delivery Place:** Rajuk Rajib Cosmo, Shopping Complex (1st Floor), Plot#71, Sector#7, Uttara, Dhaka.
- 3) **Payment Terms:** Payment will be made after each completion the job at actual quantity upon submission of the bill with work order & noc from the deployed location which is duly signed by authorized personnel (Name & Seal, if available). Payment will be made through the Bank Account only.
- 4) **Price/Financial offer Submission:** The bidder shall have to submit the price in their Company Pad and Envelope.
- 5) **Purchaser's Right:** The Purchaser reserves the right to accept/ cancel/ reject any or all offer without assigning any reason. The purchaser is not obliged to purchase the lowest offer at all. The purchaser reserves the right to share the Bidder's response to this RFQ with its advisors and purchaser Business Units. Purchaser reserves the right to conduct negotiations with one or more Bidder and / or accept the Bid without any negotiations.
- 6) **Bid Submission/ Closing Date:** The Quotation shall have to the submit below mentioned address: Chairman Purchase Committee, General Services Division 12th Floor, Community Bank Bangladesh PLC, Police Plaza Concord, Tower-2, Road-144, Plot-02, Gulshan-01, Dhaka by 12.00 PM (Bangladesh Standard Time) **March 08, 2024**. The purchaser reserves the right change the Time schedule at any time.




- 7) **Required Content of the Quotation:** Quotation must be submitted as per prescribed form as instructed below:
- Proposal must be addressed for "Chairman Purchase Committee" of Community Bank Bangladesh PLC.
 - Complete Proposal / Offer must be signed with date by the authorized representative of the company.
 - Must mention the subject line "RFQ (Request for Quotation) for set up of Store Room and Internal rearrangement at Uttara Branch, Community Bank Bangladesh PLC RFQ: "(CBBPLC./GSD/RFQ/2024/0015)" in top of the Envelope.
- 8) **Quotation Validity:** Offer validity period shall be at least for 03 (three) months from the Quotation submission/ closing date. Details discussion/terms & condition will be available in Service Level Agreement (SLA)/ Work Order (WO).
- 9) **Disqualification:** 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.
- 10) **Sample/Presentation of Company Profile:** Bank may ask mock test/ presentation of bidder's present and previous works before selection of any vendors which is FOC (Free of Cost).

B. Financial Terms & Conditions:

- Quoted Price must include material, labor and service charges as per attached price format.
- Delivery lead-time will be as per site and Bank requirements.
- In the event of supply of any items, which do not match with the required specification, quantity or sample's quality or is of substandard quality, the Bank reserves the right for outright rejection of the works/product, and the supplier will have to do the works/supply the product again with their own cost with acceptable quality within 30 (thirty) days from the date of rejection.
- Detail Technical Specifications along with country of origin must be mentioned in the offer and all the relevant documents including Catalog and Brochures must be attached with offer. If the Tenderer is an authorized dealer/distributor of the said product they will provide the document of dealership/distributorship of the Manufacturer.
- Mode of Payment is to be mentioned in the offer. Community Bank Bangladesh PLC discourages advance payment if not necessary. **No advance payment will be allowed for mobilization of works. 10% of the actual payable bill shall be retained at Head Office for 01 (one) year after completion of the works as free service period.**
- Please contact undersigned for any types of clarifications in regard to products/services/works related clarifications only.

Mentionable that, if the scope of works and your company type does not match with our requirement, you need not to submit any offer in this regard. In case, any terms & conditions is not compatible with the Tender Process, they may be relaxed.

Regards


(SM Shahin Iqbal)
VP & Head of General Services Division
Member Secretary, Purchase Committee
Community Bank Bangladesh PLC.



BOQ for Store Purpose Re-arrangement and Renovation work at Uttara Branch, Dhaka.

SL No	Item Description	Total Amount
A	CIVIL WORKS	
B	PAINT WORKS	
C	ELECTRICAL WORKS	
D	PARTITION and CEILING WORK	
E	MISCELLANEOUS WORKS	
Total amount (including VAT & AIT)		

In Word:



BOQ for Store Purpose Re-arrangement and Renovation work at Uttara Branch, Dhaka.

S.L	ITEMS	UOM	QUANTITY	RATE (including Vat -15% + Tax)	AMOUNT
A. CIVIL WORKS					
1	DISMANTLING [All necessary dismantling to complete the project] Dismantling some Glass Partition, Work Station, Glass Door, Aluminium Louver, Electric Cable, Switch Socket etc	JOB	1		
2	CLEANING WORK: [All necessary Cleaning during the branch operation time]	JOB	1		
3	5" THICK BRICK WORK Brick work with 1st class bricks of one brick width [±5"] in cement mortar (1:4) in exterior or interior walls in/c filling the interstices with mortar, racking out joints cleaning and soaking the bricks at least for 24 hours before use and necessary scaffolding, curing at least for 7 days etc. complete in all respect as per design drawing and direction of Architect/ Authority.	sft	250		
4	Sand filling work: working instrument, labor supply & work complete as per requirement of design	CFT	200		
5	CEMENT PLASTER Minimum 1/2" or 3/4" thick cement plaster [1:5] to wall/ceiling both inner and outer surface, finishing the corners and edges in/c cleaning the surface, scaffolding and curing at least for 7 days etc. complete in all respect as per design drawing and direction of Architect/Authority.	Sft	500		
Sub-Total					
B. PAINT WORKS					
1	Plastic PAINT Plastic emulsion paint of approved best quality (Berger) and colour delivered from authorized local agent of the manufacturer in a sealed container, applying to wall and ceiling in two coats over a coat of brand specified primer or sealer elapsing specified time for drying/recoating including cleaning drying, making free from dirt, grease, wax, removing all chalked & scaled materials, fungus, mending good the surface defects, sand papering the surface and necessary scaffolding, spreading by brush/ roller/spray etc. all complete as per direction of Project	Sft	5000		
2	ENAMEL PAINT Synthetic Enamel paint of 'Berger' brand of approved color to wall, ceiling, wooden surfaces, iron grills, shutters etc. minimum 2 coats over a coat of priming including cleaning, finishing and polishing with sand paper and necessary scaffolding etc. complete in all respect as per direction of Architect/Authority.	Sft	1000		
Sub Total					



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BOQ for Store Purpose Re-arrangement and Renovation work at Uttara Branch, Dhaka.

S.L	ITEMS	UOM	QUANTITY	RATE (including Vat -15% + Tax)	AMOUNT
C. ELECTRICAL WORKS					
1	LED PANEL LIGHT FITTING Supply, fitting & fixing of foreign made LED light shade (15 watt) reflector including supply of (Philips / Eastern /Transtec/ Pasha)t Brand (220 - 205 volt) LED light including necessary consumables, complete in all respect including testing and commissioning as per drawing, direction and full satisfaction of the Project	Nos	15		
2	Hanging Light (12w Dish light)	Nos	5		
PVC PIPE/PVC Flexible pipe /PVC Channel WORKS Supplying, fitting and fixing of following water grade PVC pipes orPVC channel, RFL/Basundhara/Aziz brand with necessary group cutting,bend,joint box,ceilling rose ,clamp,fixing materials and other accessories to complete in all respect as per design drawing and direction of authority.					
3	3/4" dia PVC Pipe	Rft	200		
4	1" dia PVC Pipe	Rft	200		
5	1" dia PVC Channel	Rft	100		
CABLES WORKS [BRB Brand/ equivalent] Supply and installation of following cables through pre laid PVC pipe/channel with all consumable materials as per design, drawing and direction of Authority					
6	1X1.5 re BYA	Rft	600		
7	1X1.5 rm BYA	Rft	600		
8	1X2.5 rm BYA	Rft	1,500		



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S.L	ITEMS	UOM	QUANTITY	RATE (including Vat -15% + Tax)	AMOUNT
	ELECTRICAL GANG SWITCHES Supplying, fitting and fixing 240 V, single phase Legrand (Energyrac)/ABB(Multiple trading)/MK (Singapore) brand following modular Gang Switches in/c wiring conceal/surface with necessary wiring through water grade PVC pipe/channel of required size in/c supply of switches, switch box, ebonite cover, ceiling rose etc complete in all respect in/c testing & commissioning, as per design, drawing and direction of Authority.				
9	2-Gang Switch	Nos	2		
10	3-Gang Switch	Nos	2		
11	4-Gang Switch	Nos	2		
12	3 pin flat 13 amp switch	Nos	8		
13	Steel box	Nos	20		
14	Wall Mouving Fan	Nos	1		
15	Exhust Fan (10")	Nos	1		
Sub Total					
D. PARTITION and CEILING WORK:					
1	TEMPERED GLASS DOOR OPEN & Re-Fiiting: Tempered Glass Door Opening & Refitting all foreign made hardware of best quality available viz. Stainless steel handless concealed auto- closer, stopper, locking arrangement complete in all respect as per design, drawing and direction of Architect/Authority. Size : 3'-0" W x 7'-0"	Nos	1		
2	FRAMELESS GLASS PARTITION : Supplying, fitting and fixing 10 mm thick clear float glass partition, upper and lower sides are fixed with 1" aluminum U-Channel section, complete in all respect as per design, drawing and direction of Architect/Authority.	sft	120		
3	FRAMELESS GLASS PARTITION OPENING & Re-FITTING: Old glass partition Opening & Re use, upper and lower sides are fixed with 1" aluminum U-Channel section, complete in all respect as per design, drawing and direction of Architect/Authority.	sft	250		
4	TEMPERED GLASS DOOR Supplying, fitting and fixing imported Frameless Tempered Glass Door having 10 mm thickness with all foreign made hardware of best quality available viz. Stainless steel handless concealed auto-closer, stopper, locking arrangement complete in all respect as per design, drawing and direction of Architect/Authority. Size : 3'- 0" W x 7'-6" or Custom Size.	Nos	1		



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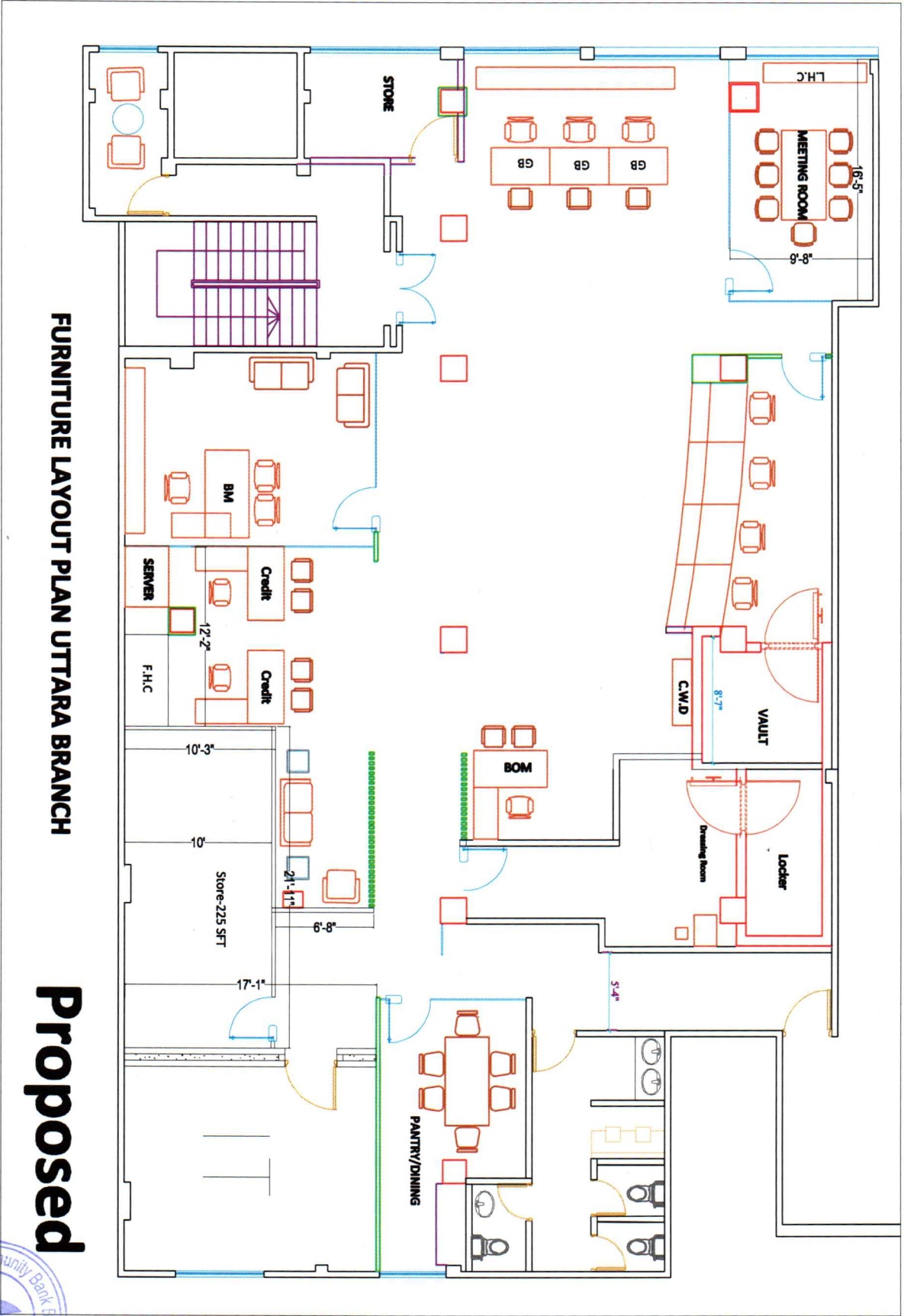
S.L	ITEMS	UOM	QUANTITY	RATE (including Vat -15% + Tax)	AMOUNT
5	<p>PLAIN GYPSUM / PARTEX BOARD DROP CEILING & PANELING- Supplying, fitting and fixing false ceiling and paneling of ½" thick plain Gypsum board/Plain PARTEX board having maximum compressive pressure, suspended from existing R.C.C. ceiling of the building at a level of 8'-0" [or as per direction] height on a 2'-0" x 2'-0" grid frame work of C steel section/1½" x 2½" wooden section of best quality seasoned Garjan wood in/c anchoring the alternate junctions with 12 SWG double ply G.I. wire fixed to the ceiling by rowel plug, screws, hooks, nails etc. maintaining straight lines and desired finished level at bottom face with vertical wooden strut a required in/c making holes in slabs, or beams by electric drill machine & mending good the damages if any, during execution of the work in/c cost of all materials, accessories, scaffoldings, labour for installation, screws, nails, etc, making provisions for lighting arrangement, including painting with at least 3 coats of approved colour plastic paint over a coat of priming in/c necessary sanding, putty works etc.</p>	Sft	400		
6	<p>DOOR CLOSER Supply, fitting & fixing of imported door closer of approved quality in position including all required accessories ensuring minimum injury to door shutter and frame etc. complete in all respect as per design, drawing and direction of Architect/Authority.</p>	Sft	1		
7	<p>SOLID PARTITION (Full height, low height & drop from ceiling) Supplying, fitting and fixing false ceiling and Partition of ½" thick plain Gypsum board/Plain PARTEX board having maximum compressive pressure, suspended from existing R.C.C. ceiling of the building at a level of 8'-0" [or as per direction] height on a 2'-0" x 2'-0" grid frame work of C steel section/1½" x 2½" wooden section of best quality seasoned Garjan wood in/c anchoring the alternate junctions with 12 SWG double ply G.I. wire fixed to the ceiling by rowel plug, screws, hooks, nails etc. maintaining straight lines and desired finished level at bottom face with vertical wooden strut a required in/c making holes in slabs, or beams by electric drill machine & mending good the damages if any, during execution of the work in/c cost of all materials, accessories, scaffoldings, labour for installation, screws, nails, etc, making provisions for lighting arrangement, including painting with at least 3 coats of approved colour plastic paint over a coat of priming in/c necessary sanding, putty works etc. complete in all respect as per design, drawing and direction of Architect/Authority. NB: One side Measurements.</p>	Sft	700		
Sub Total					-



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S.L	ITEMS	UOM	QUANTITY	RATE (including Vat -15% + Tax)	AMOUNT
E. MISCELLANEOUS WORKS					
1	SELF ADHESIVE FROSTED PAPER Supplying, fitting and fixing frosted paper on Main entry door and other glass surfaces after cutting logo and lettering with fine finish, complete in all respect as per design, drawing & direction of Architect/ Authority.	Sft	250		
2	PVC MAT (Astra Top-Green Grass) Supplying, fitting and fixing best quality imported PVC mat [Dust catcher] complete in all respect as per direction of Architect/Authority.	Rft	100		
3	WOODEN POST Supplying, fitting and fixing best quality 12mm ply board , 4" x 2" solid wooden post inclding french polish all complete in all respect as per direction of Architect/Authority.	Rft	300		
4	TUB SOFA FOR WATING LOUNGE Supplying of imported round shape single seated TUB sofa mabe of full upholstery of imported artficial fabric,SS box frame legs / supports with hydraulic lifts /adjustors\, including necessary hardware & accessories etc. all complete as per design, direction and full satisfaction of the Architect Engineer in charge.	PCS	2		
5	DISCUSSION TABLE .[3'-0" Dia ROUND SHAPE] Supply, fitting & fixing of imported discussion table made of veneered board top having powder coated MS under frame/legs including support rubber mountings and other standard hardwaresetc. all complete as per standard design and full satisfaction of the Architect /Engineer in charge.	PCS	1		
6	Old Furniture Rearrangement: as per existing layout to propsed layout.	JOB	1		
7	WOODEN DOOR REPAIR WORKS	JOB	1		
8	WOODEN DOOR ROUND LOCK	PCS	1		
Sub Total					
GRAND TOTAL					





FURNITURE LAYOUT PLAN UTTARA BRANCH

Proposed



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FURNITURE LAYOUT PLAN

Existing

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