

Date: May 05, 2025

Tender Ref: "(CBBL/GSD/RFQ/2025/0029)"

Tender Title: "RFQ (Request for Quotation) for Internal Paint and Repair Maintenance works at  
"Dhanmondi Branch, Dhaka".

Dear All,

Greetings from Community Bank Bangladesh PLC.!!

Community Bank Bangladesh PLC is the 59<sup>th</sup> Schedule Bank of Bangladesh. For *Internal Paint and Repair Maintenance works* at Dhanmondi Branch, Dhaka". BOQ, site photographs 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 offer in a closed envelope as per specification within 12.00 P.M. on **May 08, 2024**.

**A. General Terms and Conditions:**

- 1) **Financial Offer/Price/Quotation:** The quoted price should include applicable VAT (15% for Repair maintenance work). The rate shall be as per Government circular
- 2) **Work Location/Delivery Place:** "Dhanmondi Branch, 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 sealed 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 submit below mentioned address: Chairman Purchase Committee, General Services Division 12<sup>th</sup> Floor, Community Bank Bangladesh PLC, Police Plaza Concord, Tower-2, Road-144, Plot-02, Gulshan-01, Dhaka by 12.00 PM (Bangladesh Standard Time) **May 08, 2025**. The purchaser reserves the right change the Time schedule at any time.
- 7) **Night or Off-Hour Work:** If the work is required to be carried out during non-business hours, the vendor must coordinate in advance with the Bank's concerned personnel and ensure no disturbance is caused to nearby premises or ATM operations.
- 8) **Site Clean-up:** The site must be kept clean and hazard-free during and after the work. Any debris or leftover materials must be cleared within 24 hours after job completion.
- 9) **Required Content of the Quotation:** Quotation must be submitted as per prescribed form as instructed below:
  - i. Proposal must be addressed for "Chairman Purchase Committee" of Community Bank Bangladesh PLC.
  - ii. Complete Proposal / Offer must be signed with date by the authorized representative of the company.



**General Services Division  
Head Office, Dhaka**

- iii. Must mention the subject line *"RFQ (Request for Quotation) for Internal Paint and Repair Maintenance works at "Dhanmondi Branch., Dhaka".. RFQ: "(CBBL/GSD/RFQ/2025/0029)"* in top of the Envelope.

- 10) **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).
- 11) **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.
- 12) **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:**

- 13) Quoted Price must include material, labor and service charges as per attached price format.
- 14) Delivery lead-time will be as per site and Bank requirements.
- 15) 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.
- 16) 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.
- 17) Following papers/documents must be sent with the proposal (if submitted earlier, will not be require to resubmit):
- i. Valid Trade License
  - ii. Bank solvency certificate/documents (If applicable)
  - iii. VAT Registration certificate
  - iv. Up-to-date TIN certificate
  - v. Up-to-date copy of TAX payment receipt
  - vi. Client list with goodwill certificate (If available)
  - vii. Experience certificate (If available)
- 18) 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.**
- 19) 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**



05/05/2025

Md. Zahid Ibne Anwar  
Head of GSD (Current Charge)  
Community Bank Bangladesh PLC.



Community Bank  
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**Proposed BOQ for Internal Paint and Repair Maintenance works at Dhanmondi Branch.**

SL NO	Item Description	Total Amount
A	PAINT WORKS	
B	ELECTRICAL WORKS	
C	BOARD AND VARIOUS WORKS	
Total amount (including VAT & TAX)		

Signed & Seal

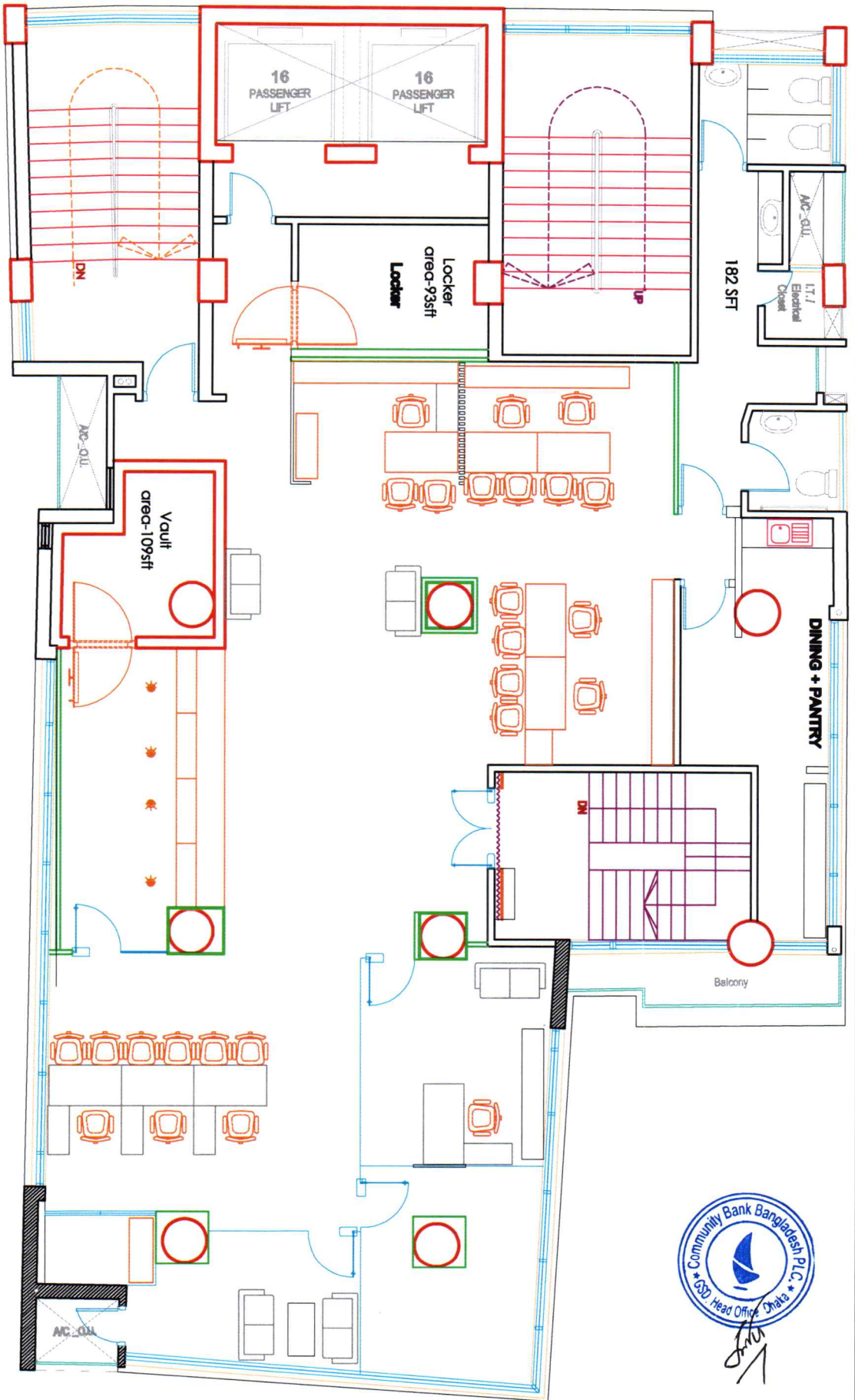




**Proposed BOQ for Internal Paint and Repair Maintenance works at Dhanmondi Branch.**

SL NO.	ITEMS	UOM	QUANTITY	RATE (Including VAT/ TAX)	AMOUNT
<b>A. PAINT WORKS</b>					
1	<b>PLASTIC PAINT (Branch Inside):</b> Plastic painting of 'Berger/ Elite brand of approved color to Plaster/Board Surfaces minimum number of necessary coats with lime putty work, cleaning, sand papering the surfaces in/c. necessary scaffolding etc. complete in all respect as per direction of Bank Authority. Rates must cover all necessary finishing until handing over of the premises.	Sft	1600		
2	<b>ENAMEL PAINT (WOODEN DOOR) :</b> Synthetic Enamel paint of 'Berger' brand of approved color to wooden/ms Door frame,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 Bank Authority. Rates must cover all necessary finishing until handing over of the premises.	sft	252		
<b>Sub-Total of A</b>					
<b>B. ELECTRICAL WORKS</b>					
1	<b>12 W LED PANEL LIGHT:</b> 12 watt Energy Pac/Equivalent LED light in/c supply fitting of all necessary consumable materials,compatible to local voltage variation, complete in all respect in/c testing & commissioning, as per direction of Bank Authority.	Nos	10		
2	<b>15 W LED BULB:</b> Supply and Fitting all complete.	Nos	3		
3	<b>TRACK LIGHT</b> Supply , fitting & Fixing TRACK LIGHT, white colour cylindrical shape (3"DX6"H) LED light with TRACK Channel (Imported) of approved quality, with all accessories etc. all complete up to testing & commissioning as per direction and full satisfaction of Bank Authority. (Sample: Same as existing)	Nos	6		
<b>Sub-Total of C</b>					
<b>C. BOARD AND VARIOUS WORKS</b>					
1	<b>PVC BOARD (5mm thick) :</b> Supply, fitting and fixing of 5mm pvc board (Brand:Partex/Amber/Bengal) screw, steel nails,adhesive,putting including best quality of hardware materials etc. all complete as per design, direction and full satisfaction of Bank Authority.	Sft	32		
2	<b>HANGING CABINET REPAIR WORKS:</b> Supply, fitting & fixing of hanging cabinet back side ply replace and cabinet bottom support by 6" wide of 3/4" Partex board with MS hook for cup hanging and best quality hardware materials etc.	Sft	14		
3	<b>SINK COUNTER UNDER SHUTTER REPAIR:</b> Supply, fitting & fixing of Kitchen & wash under shutter frame made of 1.5"x1.5" gorjon wood with PVC Board including other standard hardware's etc.	Sft	13		
4	<b>MIRROR POLISHED FLOOR TILES (SAME AS EXISTING):</b> Supplying, fitting and fixing homogeneous floor tiles of 24" x 24" size and quality on 20 mm thick cement mortar (1:2) base or by 'CONMIX' base and raking out the joints with white cement and colored pigment including cutting by electric disk cutter and laying tiles in proper way in/c chipping or dismantling of existing floor if necessary and finishing with care etc.complete in all respect as per Bank Authority.	pcs	2		
5	<b>EXCUTIVE WASH ROOM DOOR FRAME REPAIR:</b> Supply fitting and fixing wooden bit for door frame wrap.	job	1		
6	<b>DEEP CLEANING WORKS:</b> Wash area floor & wall Tiles and Pantry room.	job	1		
<b>Sub-Total of D</b>					
<b>GRAND TOTAL</b>					

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Existing Layout Dhanmondi Branch

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