

Date: May 05, 2025

Tender Ref: "(CBBL/GSD/Rfq/2025/0030)"

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

Dear All,

Greetings from Community Bank Bangladesh PLC.!!

Community Bank Bangladesh PLC is the 59th Schedule Bank of Bangladesh. For *Internal Paint and Repair Maintenance works* at Chawkbazar 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:** "Chawkbazar 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 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) **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 “Chawkbazar Branch., Dhaka”.. RFQ: “(CBBL/GSD/RFQ/2025/0030)” 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.





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

In Word:

Sign with Seal



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

SL NO.	ITEMS	UOM	QUANTITY	RATE (including VAT/ TAX)	AMOUNT
A. PAINT WORKS					
1	PLASTIC PAINT (Branch Inside): 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	1700		
2	PLASTIC PAINT (Stair room): 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	1000		
3	ENAMEL PAINT (MS GRIL) : Synthetic Enamel paint of 'Berger' brand of approved color to 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 Bank Authority. Rates must cover all necessary finishing until handing over of the premises. (One Side Measurement)	sft	368		
4	POLISH WORK (Hand Polish): all complete as per direction and full satisfaction of Bank Authority (Location: Wooden Door).	Sft	146		
Sub-Total of A					
B. SANITARY WORKS					
1	BASIN COUNTER SLAB (Common Washroom): Supply, fitting & fixing of 18 mm thick aproved clour marble on 2.5" thick RCC slab (1:2:4) with cement mortar(1:2) including necessary 5" brick wall support Tiles finish, laying, cutting, grinding and polishing the stone, proper pointing etc. all complete for wash area as per direction and full satisfaction of the Bank authority.	Rft	7.5		
2	BASIN COUNTER SLAB (Executive Washroom): Supply, fitting & fixing of 18 mm thick aproved clour marble on 2.5" thick RCC slab (1:2:4) with cement mortar(1:2) including necessary 5" brick wall support Tiles finish, laying, cutting, grinding and polishing the stone, proper pointing etc. all complete for wash area as pe rdirection and fullsatisfaction of the Bannk authority.	Rft	2.5		
3	COUNTER BASIN: Supply, fitting & fixing of counter basin set of approved color with other fittings etc. All complete as per full satisfaction of the Bank authority.(Brand: RAK/Charu/Equivalent)	Set	3		
4	MOVING PILLAR COCK: Best quality available heavy type 12 mm C.P pillar cock.	Nos	3		
5	ANGLE STOP COCK : Best quality available 12mm heavy type C.P concealed angle stop cock.	Nos	3		
6	BASIN MIRROR : Supply, fitting & fixing of 5mm thick Mirror with wooden frame of best quality with necessary hardware such as S. S. nob etc. All complete as per direction & full satisfaction of Bank authority	Nos	30		
7	GLASS SHELF: Supplying,fitting and fixing best quality glass Shelf.	Nos	1		
8	LIQUID SOAP CASE: Supplying,fitting and fixing best quality liquid soap case.	Nos	2		
Sub-Total of B					





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Proposed



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