

General Services Division
Head Office, Dhaka

Date: May 07, 2025

Tender Ref: "(CBBL/GSD/Rfq/2025/0031)"

Tender Title: "RFQ (Request for Quotation) for Renovation works at Shahid Police Smrity School & College Collection Booth.

Dear All,

Greetings from Community Bank Bangladesh PLC.!!

Community Bank Bangladesh PLC is the 59th Schedule Bank of Bangladesh. For *Renovation works at Shahid Police Smrity School & College Collection Booth*. 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 14, 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:** "*Shahid Police Smrity School & College Collection Booth.*"
- 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 14, 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.
 - iii. Must mention the subject line "*RFQ (Request for Quotation) for Renovation works at Shahid Police Smrity School & College Collection Booth. RFQ: "(CBBL/GSD/Rfq/2025/0031)"*" in top of the Envelope.

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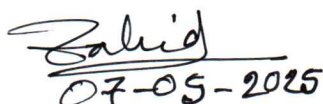
- 10) **Quotation Validity:** Offer validity period shall be at least for 03 (three) months from the Quotation submission/ closing date. Details discussion/terms & condition will be available in Service Level Agreement (SLA)/ Work Order (WO).
- 11) **Disqualification:** Manipulation or any kind of unusual 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



07-05-2025

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




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Proposed BOQ for Renovation works at Shahid Police Smrity School & College Collection Booth

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


In Word:

Signature with seal



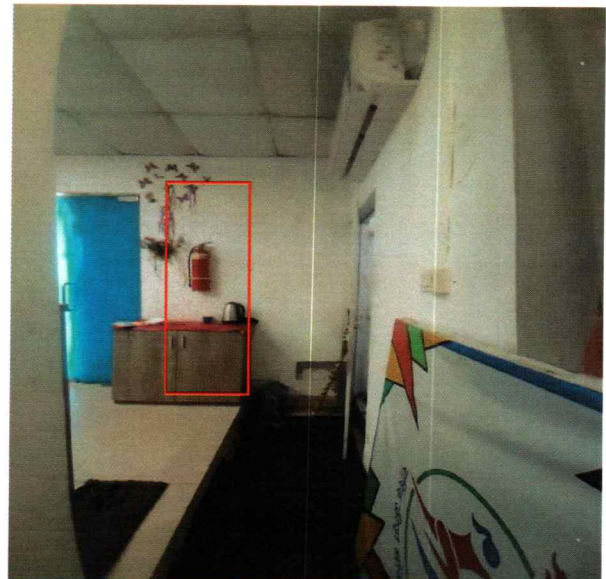
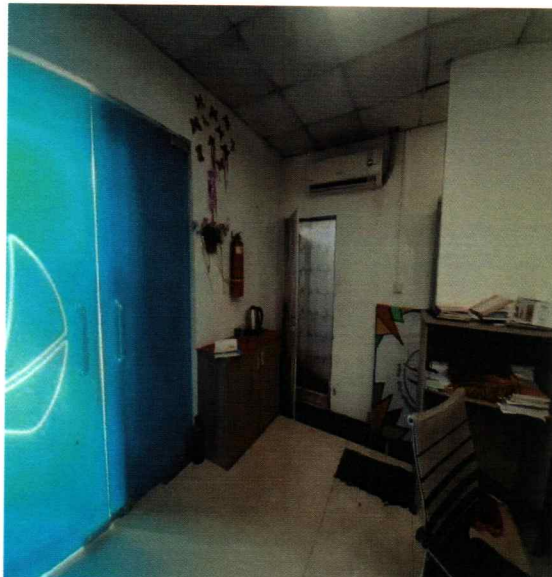
 Community Bank <small>• Trust • Security • Progress</small>					
Proposed BOQ for Renovation works at Shahid Police Smrity School & College Collection Booth					
SL NO.	ITEMS	UOM	QUANTITY	RATE (Including VAT & TAX)	TOTAL AMOUNT
A. CIVIL WORK					
1	Dismanteling & Cleaning Works (For new pantry room): Brick wall, Tiles, Plaster dismanteling, cleaning, As per Site Condition in all respect as per design drawing and direction of Bank Authority. (Existing Layout to Proposed Layout)	Job	1		
2	CEMENT PLASTER : Minimum 1/2" 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 Bank Authority.	Sft	150		
3	RAISED FLOOR AT PANTRY AREA: Raising the toilet floor area upto $\pm 1'-6"$ level by sand filling at the desired level by viti sand (upto $\pm 1'-0"$ level), dressing, leveling and compacting up to satisfaction, placing one layer of 3" flat brick soling with 1st class bricks or picked jhama in/c preparing the bed and filling up the interstices with local sand with proper leveling and above all 3" CC casting (1:3:6) with cement, best quality coarse sand and 19mm down graded picked jhama, all complete as per direction and full satisfaction of the Bank Authority.	Job	1		
4	MIRROR POLISHED TILES ON FLOOR : Supplying, fitting & fixing of 60cmX60cm China Mirror Polish tiles (DOUBLE GLAZED) laid on floor in plain/any pattern/design/border/whatever with average 18 mm thick cement mortar (1:2) including cutting and grinding the tiles, setting in position keeping horizontal & vertical alignment with care, proper pointing including 4" height skirtingetc. all complete as per direction and full satisfaction of the Bank Authority. (Sample: Same as Existing)	Sft	30		
5	Door Finishing Works: After dismantle the brick wall, to install glass door, Vendor need to arrange necessary finishing works by plaster and brick column (as per site requirement)	Job	1		
Sub Total Of A					
B. PAINT WORKS					
1	PLASTIC PAINT: Plastic painting of 'Berger/ Elite brand of approved color to Plaster 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 Architect/ Authority. Rates must cover all necessary finishing untill handing over of the premises.	Sft	800		
2	ENAMEL PAINT: 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	200		
Sub-Total of B					
C. ELECTRICAL WORKS					
1	LED TUBE LIGHT: [T5, Size: 4'-0] Supply & Installation of LED T5 single tube light fitting with necessary connector & other standard accessories/consumables, compatible to local voltage variation, complete in all respect in/c testing & commissioning, as per design, drawing and direction of Bank Authority	Nos	3		
2	LED PANEL LIGHT FITTING: Foreign made approved type down light shade [reflector] with minimum 12 watt Energypac /philips energy savings LED light in/c supply of all necessary consumable materials, compatible to local voltage variation, complete in all respect in/c testing & commissioning, as per design, drawing and direction of Authority.	Nos	12		
3	WALL MOVING FANS : supply and installation of 220V, 50Hz imported wall mounted fan of 14"/16" dia icluding all accessories etc. all complete up to testing & commissioning as per full satisfaction of the Bank Authority.[BRAND: MIRA,Thailand / RANGS, Bangladesh]	Nos	1		



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SL NO.	ITEMS	UOM	QUANTITY	RATE (including VAT & TAX)	TOTAL AMOUNT
4	3/4" dia PVC Pipe	Rft	100		
5	1X1.5 rm BYA Cable	Rft	200		
6	1X2.5 rm BYA Cable	Rft	200		
7	2-Gang Switch	Nos	1		
8	Multi Socket	Nos	2		
9	MK BOX	Nos	3		
Sub-Total of C					
D. VARIOUS WORKS					
1	ROOF TOP WAVED TIN REPAIR :The leaves of the tree from the roof clean the dirt and cover the Corrugated roof with a new thick type PVC Plastic (Terpal). (Approximately Area:±650sft)	Job	1		
2	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 handleless concealed auto-closer, stopper, locking arrangement complete in all respect as per design, drawing and direction of the Bank Authority. Size : 2'-6" W x 7'-0" or Custom	Nos	1		
3	FROSTED PAPER (Brand: TAKI, Taiwan) : Supply, fitting & fixing of adhesive frosted paper on clear glass, pasting & cutting with fine finish etc. all complete as per design, direction and full satisfaction of the Bank Authority.	sft	18		
4	PVC BOARD CEILING : Supply, fitting and fixing of 12mm hollow type PVC board [2'-0"X2'-0"] false ceiling of approved quality in toilet/kitchen area over powder coated T-bar of section 1" X 1.5" and L-angle of section 1" X 1" at edges, at 2'-0" X 2'-0" grid suspended ceiling by rowel plug, iron angles, 12 SWG G.I. wire, screws, hooks, nails etc. maintaining straight lines and desired finished level at bottom face with vertical or beams by electric drill machine and mending damage if any during the materials, accessories, scaffolding, labour for installation etc. all complete as per design, direction and full satisfaction of the Bank Authority.	Sft	60		
5	MINERAL BOARD CEILING - 15mm- Same as Existing Supply, fitting and fixing of 15mm Mineral board false ceiling of approved quality & design/pattern labour for installation etc. all complete as per design, direction and full satisfaction of the the Bank Authority.	PCS	10		
6	PVC DOOR MAT Supplying, fitting and fixing best quality imported PVC mat [Dust catcher] all complete as per design, direction and full satisfaction of the Bank Authority.	Sft	20		
7	Dining Chair :Supply of Imported Steel framed Support, without arm rest, Plastic/curved wood panel framed seat, back fixed, no revolving, approved color durable upholstery.	PCS	1		
8	OVER HEAD CABINET :Supply, fitting & fixing of low height cabinet made of top18mm Melamine board necessary interior support with best quality hardware materials etc. complete in all respect as per design, drawing and direction of Architect/Authority.Melamine Boards shall be from PARTEX or Amber boards.	Sft	8		
9	DINNING TOP(Size:20"x40") :Supply, fitting & fixing of Dinning Top made of laminated board with 10mm glass top of approved color and quality including leg support rubber mountings and other standard hardwares etc. all complete as per design, direction and full satisfaction of Bank Authority	Nos	1		
10	KITCHEN CABINET UNDER SHUTTER : Supply, fitting & fixing of Kitchen & wash under shutter made of 3/4" PVC Board including gorjon wooden frame and other standard hardwares etc.all complete as per design,direction and full satisfaction of Bank Authority.	sft	8		
Sub-Total of D					
Grand Total					



Shaheed Police Smrity Collage Collection Booth and ATM

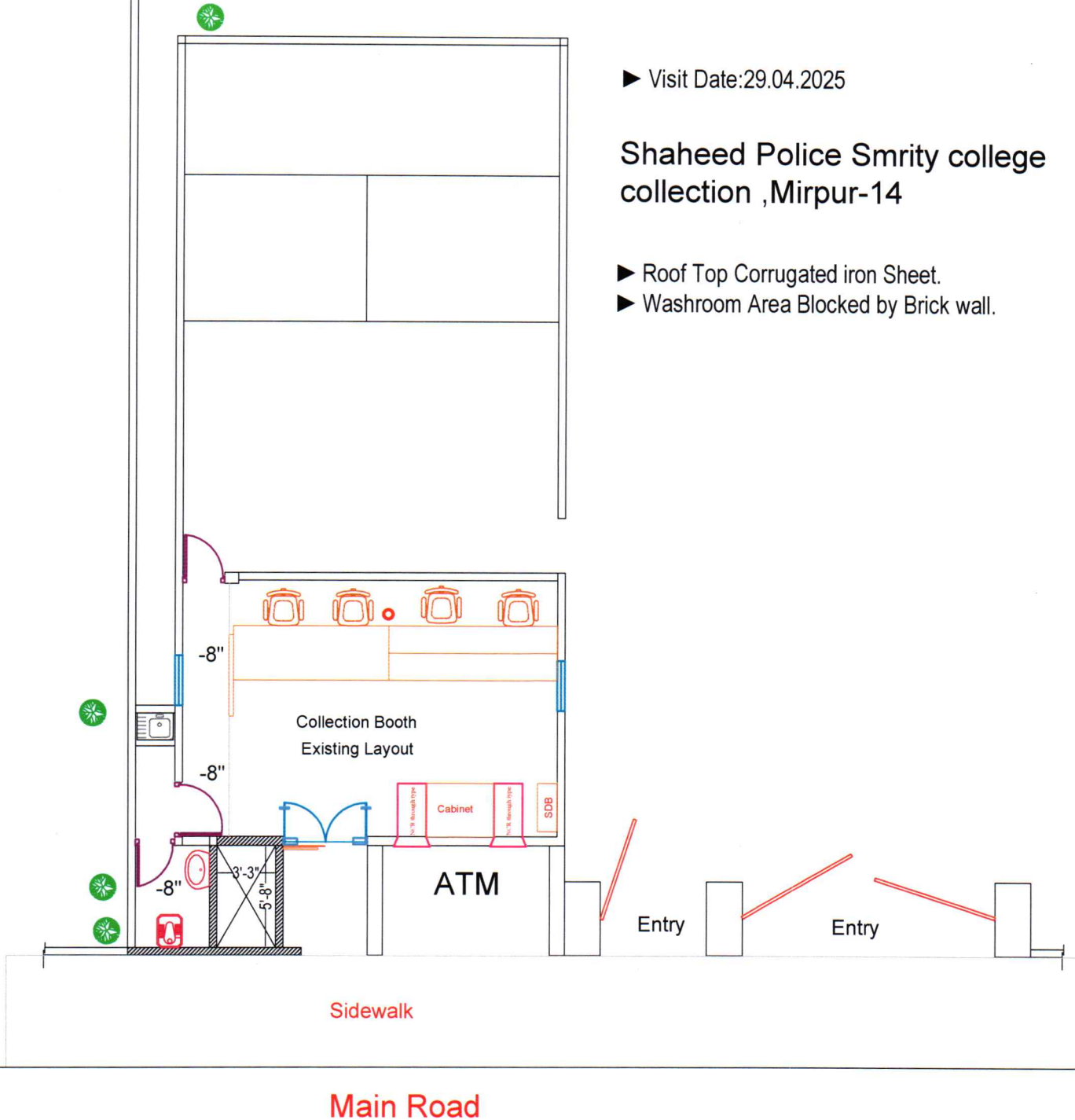


Signature

► Visit Date:29.04.2025

Shaheed Police Smrity college collection ,Mirpur-14

- Roof Top Corrugated iron Sheet.
- Washroom Area Blocked by Brick wall.



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