

Date: June 16, 2025

Tender Ref: "(CBBL/GSD/Rfq/2025/0047)"

Tender Title: "RFQ (Request for Quotation) for Internal Paint, Electrical, Board and Various works at Uttara Branch.

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, Electrical, Board and Various works at Uttara Branch. 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 **June 19, 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:** "Uttara 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 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) **June 19, 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 Internal Paint, Electrical, Board and Various works at Uttara Branch. RFQ: "(CBBL/GSD/Rfq/2025/0047)" in top of the Envelope.

General Services Division  
Head Office, Dhaka

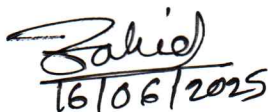
- 10) **Quotation Validity:** Offer validity period shall be at least for 03 (three) months from the Quotation submission/ closing date. Details discussion/terms & condition will be available in Service Level Agreement (SLA)/ Work Order (WO).
- 11) **Disqualification:** Manipulation or any kind of unusual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



16/06/2025

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





Community Bank  
• Trust • Security • Progress

**Proposed BOQ for Internal Paint, Electrical, Board and Various works at Uttara Branch.**

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

In Word:

Signature with seal







Community Bank  
• Trust • Security • Integrity

**Proposed BOQ for Internal Paint, Electrical, Board and Various works at Uttara 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	3300		
2	<b>POLISH WORK (Hand Polish):</b> Cash counter front side board partition and wooden door polish work.all complete as per direction and full satisfaction of Bank Authority.	sft	100		
<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	5		
2	<b>T5 LED TUBE light [Size: 4'-0]:</b> 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 Bank Authority	Nos	10		
3	<b>WALL MOVING FANS :</b> 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		
4	<b>Exhaust Fan:</b> Supply,installation,testing and commissioning of an 8" dia exhaust fan following with the help of necessary wires including all required materials as per the satisfaction of the bank authority.	Nos	1		
5	<b>1.5 RM CABLE:</b> Supply,installation,testing and commissioning with pvc pipe.	Rft	200		
6	<b>3/4" dia PVC Pipe</b>	Rft	100		
7	<b>2-Gang Switch</b>	Nos	1		
8	<b>Multi Socket</b>	Nos	1		
9	<b>MK BOX</b>	Nos	2		
<b>Sub-Total of B</b>					





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SL NO.	ITEMS	UOM	QUANTITY	RATE (including VAT/ TAX)	AMOUNT
<b>C. BOARD AND VARIOUS WORKS</b>					
1	<b>PLAIN PARTEX BOARD DROP CEILING at ATM BOOTH:</b> Existing ceiling dismantling and Supplying, fitting, fixing ½" thick 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 1" x 2" 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.all complete as per direction and full satisfaction of Bank Authority.	sft	30		
2	<b>EXISTING CEILING CRACK REPAIR &amp; PAINT FINISH WORK:</b> Existing plain board ceiling crack repair with plastic paint finish including all materials. All complete as per direction and full satisfaction of Bank Authority.	Sft	200		
3	<b>CASH COUNTER TOP GLASS PARTITION:</b> Supply and fitting 4'x1' x4 pcs 10mm Glass with 2"x2"x18"x5 pcs SS box including all materials.all complete as per direction and full satisfaction of Bank Authority.	job	1		
4	<b>GLASS DOOR CLOSER (ATM BOOTH):</b> Existing glass door closer open and new glass door closer Supply, fitting fixing all complete as per direction and full satisfaction of the Bank Authority.	Nos	1		
5	<b>ALUMINUM SLIDING WINDOW REPAIR:</b> Supply and replace aluminum sliding window bottom wheel and lock.(01 NOS window)	job	1		
6	<b>DEEP CLEANING WORKS:</b> Wash area floor & wall Tiles cleaning and pointing.(Three Bath,and Ablation/Basin Area).	job	1		
<b>Sub-Total of C</b>					
<b>GRAND TOTAL</b>					





# Existing

## FURNITURE LAYOUT PLAN

