

Date: July 30, 2025

Tender Ref: "(CBBL/GSD/RFQ/2025/0064)"

Tender Title: "RFQ (Request for Quotation) for Internal rearrangement works at "Motijheel Branch, Dhaka".

Dear All,

Greetings from Community Bank Bangladesh PLC.!!

Community Bank Bangladesh PLC is the 59th Schedule Bank of Bangladesh. For *Internal rearrangement works at "Motijheel 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 **August 07, 2025**.

A. General Terms and Conditions:

- 1) **Financial Offer/Price/Quotation:** The quoted price should include applicable VAT & TAX. The rate shall be as per Government circular
- 2) **Work Location/Delivery Place:** "Cosmos Tower, Holding No.28/1/2, Toyenbee Circular Road Motijheel, Dhaka-1000".
- 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 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) **August 07, 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 rearrangement works at "Motijheel Branch, Dhaka". RFQ: "(CBBL/GSD/RFQ/2025/0064)" 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) 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)
- 17) 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.**
- 18) 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


30/07/2025

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





Community Bank
• Trust • Security • Progress

Proposed BOQ For Rearrangement work for Credit part at Motijheel Branch

SL NO	Item Description	Total Amount
A	PARTITION & DOOR WORKS	
B	ELECTRIC WORKS	
Total amount (including VAT & TAX)		

In word:

Signature of the Bidder

Seal



BOQ For Rearrangement work for Credit part at Motijheel Branch

Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
A	PARTITION & DOOR WORKS				
1	DROP PARTITION (4" thick): Supply, fitting & fixing drop partition made of 12 mm gypsum / Plain Partex board fixed over frame work of 3" X 2" best quality wood or MS faring Chanel section at a height from RCC roof slab to top of glass door and 3 coats of plastic paint over primer coat, putty, racking out joints etc. all complete as per design, direction and full satisfaction of the Bank authority. (One side measurement)	sft.	22		
2	10MM FRAMELESS GLASS PARTITION: Supply, fitting & fixing fixed frameless NON TEMPERED glass partition made of 10mm thick clear float glass fixed on top and bottom with silver color best quality aluminum U-section with accessories like sealant, neoprene, other hardware etc. having DIAMOND CUT beveled edge at all exposed edges, all complete as per direction and full satisfaction of the Bank authority.	sft.	32		
3	TEMPERED GLASS DOOR: Supply, fitting & fixing of Imported 10 mm Glass door shutter with VVP door closer at lower side, stainless steel handle, lower side lock, hinge & other accessories etc. all complete as per design, direction and full satisfaction of the Architect / Engineer in charge. [Size: 3'x7' or custom/ As per design]	set	1		
	Sub-Total Tk.				



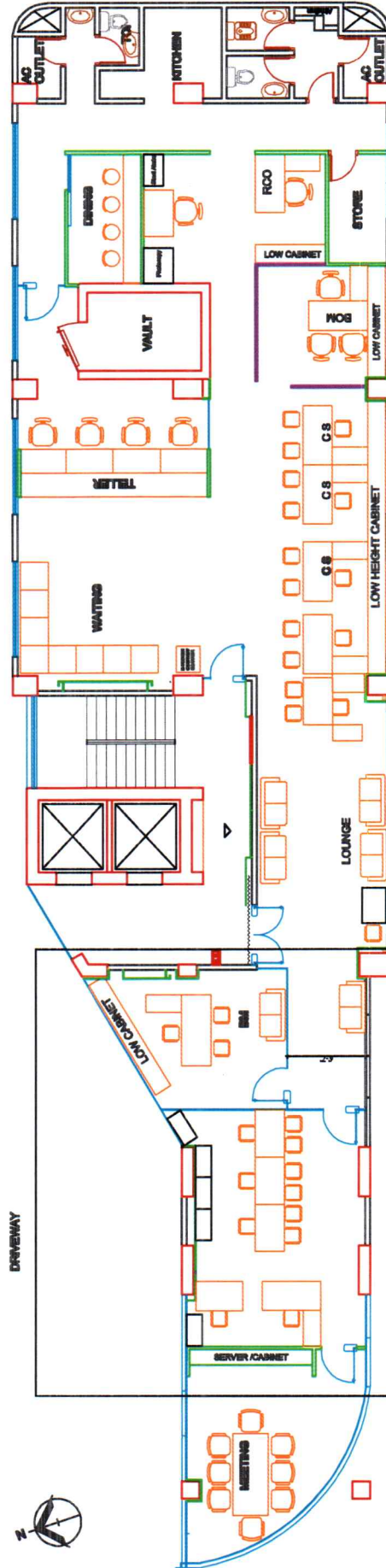
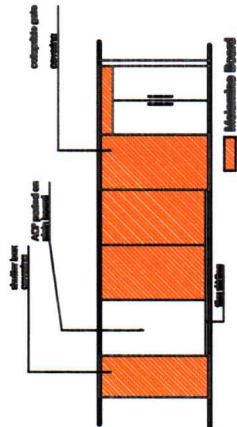
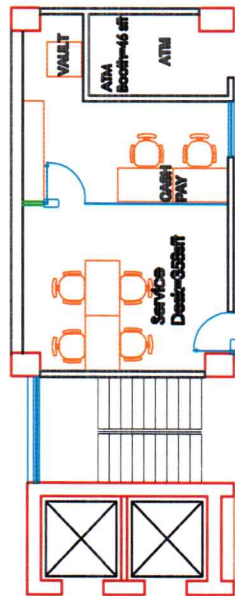

BOQ For Rearrangement work for Credit part at Motijheel Branch

Item	Description	Unit	Quantity	Unit Rate (Incuding VAT & TAX)	Total Amount (Incuding VAT & TAX)
B	ELECTRIC WORKS:				
1	Dismantling Existing Furniture/Electrical Items: Carefully dismantling and removing old furniture, tables, sockets, etc. without damage and shifting to designated place.	job	1		
2	2.5 RM BYA CABLE: Supply & installation including termination of PVC insulated or PVC sheathed single core electric cable including cost of reqd. size water grade PVC /Spiral pipes with all consumables & all necessary accessories of the following sizes & configurations / Circuits / combinations etc. all complete as per full satisfaction of the Bank authority	rft	200		
3	1.5 RE BYA CABLE: Supply & installation including termination of PVC insulated or PVC sheathed single core electric cable including cost of reqd. size water grade PVC /Spiral pipes with all consumables & all necessary accessories of the following sizes & configurations / Circuits / combinations etc. all complete as per full satisfaction of the Bank authority	rft	100		
4	13A, 3-Pin Flat / Multi Socket:Supply and installation of 13 Ampere, 3-pin flat/multi socket, MK box including all necessary materials, accessories, and labor. Installation shall be carried out as per the bank’s approved specifications and safety standards.	Pcs	6		
5	Reinstallation/Refixing Existing Items: Refixing usable dismantled items (tables, chairs, sockets, etc.) after rearrangement as per layout.	job	1		
		Sub-Total Tk.			
Grand Total Tk.					

In word:

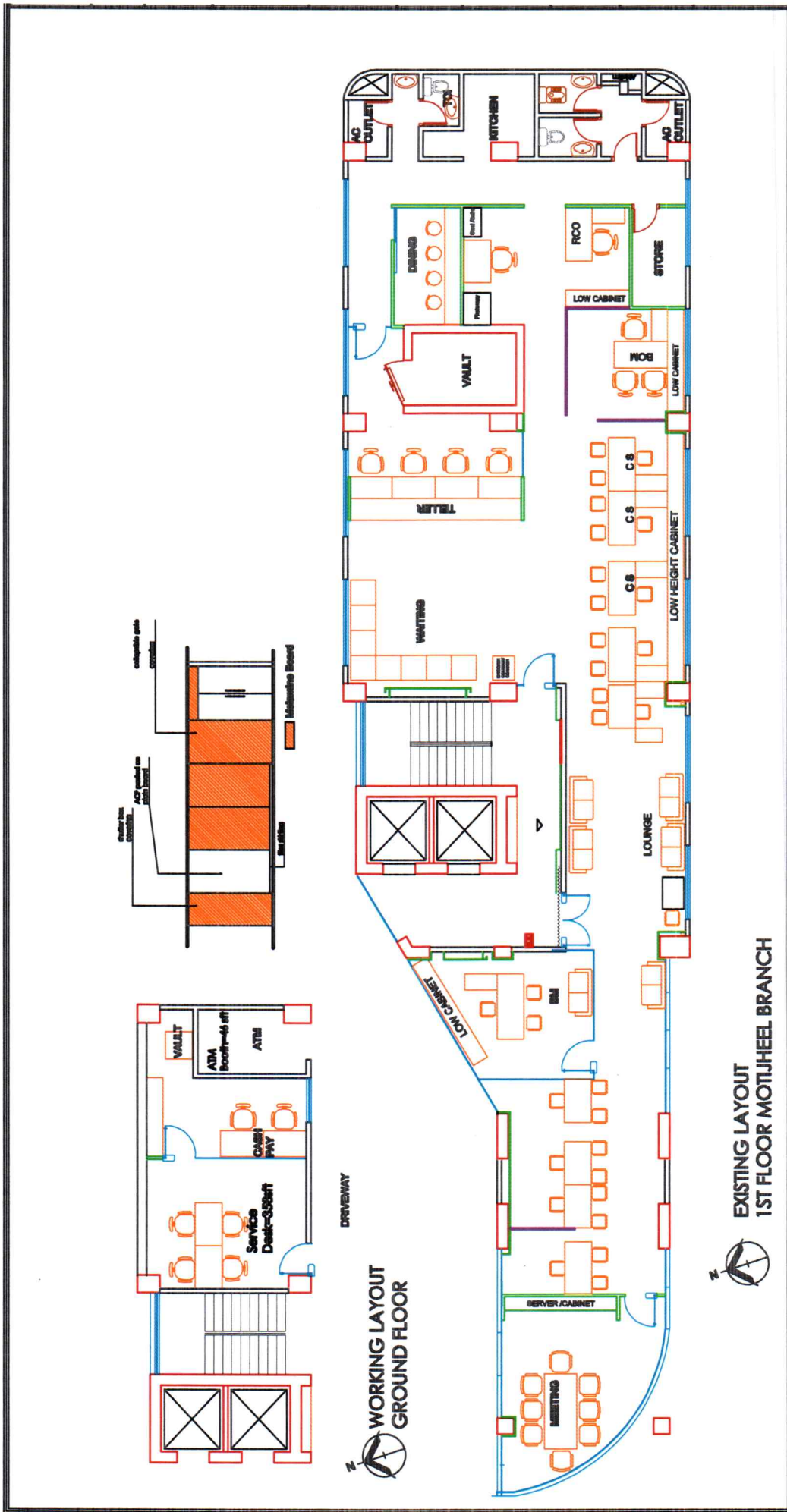



WORKING LAYOUT GROUND FLOOR



PROPOSED LAYOUT 1ST FLOOR MOTIHEEL BRANCH





Handwritten signature

