

General Services Division
Head Office, Dhaka

Date: August 18, 2025

Tender Ref: "(CBBL/GSD/RFQ/2025/0069)"

Tender Title: "RFQ (Request for Quotation) for ATM Booth Relocation Works at Industrial Police -1, Ashulia.

Dear All,

Greetings from Community Bank Bangladesh PLC.!!

Community Bank Bangladesh PLC is the 59th Schedule Bank of Bangladesh. For *Relocation works at "Industrial Police -1, 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 24, 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:** "Industrial Police -1, Ashulia..
- 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) **August 24, 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 Relocation works at "Industrial Police-1, Ashulia". RFQ: "(CBBL/GSD/RFQ/2025/0069)" 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) 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 (in case, total work order value is above BDT 50,000.00)** at Head Office for 01 (one) year after completion of the works.
- 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



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



Proposed BOQ for ATM Booth Relocation Works at Industrial Police -1

SL NO	Item Description	Total Amount
A	Partition, Doors, Painting, and Other Related Works	
B	Electrical Works	
Total amount (including VAT & TAX)		

In Word:



Signature of the Bidder

Seal

Proposed BOQ for ATM Booth Relocation Works at Industrial Police -1

Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
A	Partition, Doors, Painting, and Other Related Works				
1	Dismantling and Removal of Existing Rolling Shutter: Safe and careful dismantling of rolling shutter panels, side guides, barrel/drum, spring mechanism, top hood cover, and bottom locking system. Making good the wall surface after shutter removal where necessary. Shifting and stacking of dismantled material at a location as directed by the Bank Authority.	Job	1		
2	Full Height Partition (4" Thick) : Supply, fitting, and fixing of full-height partition made of 12 mm thick Gypsum Board / Plain Partex Board, fixed over a framework of 3" x 2" best quality wood or MS furring channel section, from RCC roof slab to floor level. The partition shall be finished with 3 coats of plastic emulsion paint over one coat of primer and putty, including racking out joints, sanding, surface preparation, and all necessary accessories. The work shall be completed in accordance with the design, instructions, and to the full satisfaction of the Bank authority. Measurement to be considered from one side only.	sft.	6		
3	Aluminum Sliding Door Relocation : Dismantling and removal of existing aluminum sliding doors with utmost care to avoid any damage to the frame, glass, and accessories. Reinstallation at the new location as per the approved drawings and alignment instructions. All tools, equipment, and accessories required to complete the job in all respects shall be arranged by the contractor. The site must be cleared of any debris post-completion, and all safety measures shall be adhered to during the work. All work shall be completed under the supervision and direction of the Bank Authority. (Size: 7'-0" x 6'-6")	Job	1		
4	Shifting of UPS Cabinet: The work includes the careful shifting and necessary repair of existing UPS cabinet(s) from the current location to a new designated area, including disconnection, relocation, reinstallation, component-level inspection, repair/replacement (as needed), and testing, all as per the direction of the Bank Authority.	Job	1		

Ag.

Proposed BOQ for ATM Booth Relocation Works at Industrial Police -1

Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
5	Low Height Cabinet (16" depth) : Supply, fitting, and fixing of full height cabinet constructed with 3/4" (18mm) Partex board and Top 25mm Partex board of approved colour including all necessary high-quality hardware accessories (hinges, handles, locks, screws, etc.) as per approved design and working drawings. All works shall be completed in all respects including necessary edge banding, finishing, alignment, and cleaning, to the full satisfaction of the Bank Authority.	sft.	9		
6	PLASTIC PAINT WORKS: The work includes the surface preparation and application of plastic emulsion paint on interior walls, ceilings, or other specified surfaces, using approved materials and as per the direction of the Bank Authority and standard painting practices.	sft.	500		
7	PVC Door Mat: Supplying, fitting and fixing best quality imported PVC mat [Dust catcher] complete in all respect as per direction of Bank Authority.	sft.	15		
8	Frosted Paper Installation: Supply, fitting, and cutting works have been fully completed.	sft.	48		
9	Venetian (Roller) Blinds: Supply, fitting, and fixing of imported high-quality Venetian (Roller) blinds of approved shade and design. Blinds shall be complete with all necessary accessories, including PVC coupling code, operating chain (control chain), bottom weight plate, and other related fittings. The work shall be executed as per the approved design, under the guidance and to the full satisfaction of the Bank Authority.	sft.	35		
Sub-Total Tk.					



Proposed BOQ for ATM Booth Relocation Works at Industrial Police -1

Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
B	Electrical Works				
1	Dismantling of Existing Electrical Items: The work involves the careful dismantling and removal of existing electrical items including fixtures, fittings, wiring accessories, and associated components as specified, ensuring safety and no damage to the existing infrastructure.	job	1.00		
2	4' LED TUBE LIGHT SET: supply and installation of the Super Star 4 ft LED tube light	Pcs	2.00		
3	CABLE WORKS: Supplying, laying, and terminating of electrical cables of approved including the following BYA, FR/FRLS insulated single-core copper wires through PVC/HDPE conduits for lighting, power, and control circuits.				
a	6.0 RM BYA CABLE:	rft	150.00		
b	2.5 RM BYA CABLE:	rft	200.00		
c	2.5 RE BYA CABLE:	rft	300.00		
d	1.5 RM BYA CABLE:	rft	150.00		
e	1" dia.Flexible Pipe	rft	100.00		
f	1/2" dia Flexible Pipe	rft	200.00		
g	1" PVC Channel	rft	50.00		
4	ELECTRICAL SOCKET OUTLETS : Supplying, fitting, and fixing of modular type switches, sockets, and accessories (Legrand / Super Star / equivalent approved brand), including all necessary hardware, wiring connections, mounting plates, and complete in all respects as per site requirements and engineer's instructions.				
a	13A, 3-Pin Flat / Multi Socket	Pcs	2.00		
b	3 Gang switch	pcs	1.00		
c	DP switch	pcs	1.00		
d	Mk Steel Bos(3"x3"x2")/PVC MK BOX	pcs	8.00		
5	Reinstallation of Existing Electrical Items: This work involves the careful reinstallation of previously dismantled electrical items, including fixtures, fittings, wiring accessories, and associated components. The process must ensure proper and secure fixing, compliance with safety standards, and full functionality without causing any damage to the existing infrastructure.	job	1.00		
			Sub-Total Tk.		
	Grand Total Tk.				



Industrial police -1 OFFICER MASS

VER.

ROAD

DINING

Mosque

Existing
ATM

Proposed
ATM

Relocation of Industrial police -1
ATM Booth
Officer Mass
Date:12.08.2025

Handwritten signature

Cabinet
6'-6"

Cabinet
SDB

CSE
LHC

ENTRY

Industrial Police -1 ATM Booth

Date:12.08.2025

Proposed Location



Proposed Location



Proposed Location



Existing Location



20/