

General Services Division  
Head Office, Dhaka

Date: August 18, 2025

Tender Ref: "(CBBL/GSD/Rfq/2025/0070)"

Tender Title: "RFQ (Request for Quotation) for Rearrangement Works at the Corporate Banking Division, Level-10, Head Office.

Dear All,

Greetings from Community Bank Bangladesh PLC.!!

Community Bank Bangladesh PLC is the 59<sup>th</sup> Schedule Bank of Bangladesh. For Rearrangement Works at the Corporate Banking Division, Level-10, Head Office. 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:** Police Plaza Concord (Level-10, Tower-2), Plot#2, Road#144, Gulshan-1, 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 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) **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.



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- iii. Must mention the subject line “RFQ (Request for Quotation) for Rearrangement Works at the Corporate Banking Division, Level-10, Head Office.”. RFQ: “(CBBL/GSD/RFQ/2025/0070)” in top of the Envelope.

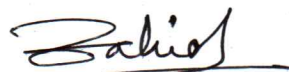
- 10) **Quotation Validity:** Offer validity period shall be at least for 03 (three) months from the Quotation submission/ closing date. Details discussion/terms & condition will be available in Service Level Agreement (SLA)/ Work Order (WO).
- 11) **Disqualification:** Manipulation or any kind of unusual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



18/08/2025

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



**Proposed BOQ for Rearrangement Works at the Corporate Banking Division, Level-10,  
Head Office.**

SL NO	Item Description	Total Amount
A	Furniture and Other Related Works:	
B	Electrical Works	
Total amount (including VAT & TAX)		

In Word:

Signature of the Bidder



Seal

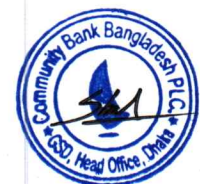




**Proposed BOQ for Rearrangement Works at the Corporate Banking Division, Level-10, Head Office.**

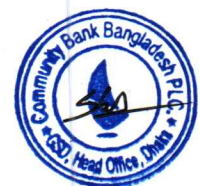
Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
<b>A</b>	<b>Furniture and Other Related Works:</b>				
1	<b>Work station Table (Same as Level-12):</b> Supply, fitting & fixing of executive work station (1200mmx600mm) made of Melamine laminated chip board & MS Framing Approved colour/quality with low height built-in partition as required including slot on table Top for cable passing ,and best quality hardware materials etc. all complete as per design, direction and full satisfaction of Bank Authority.	set	6		
2	<b>Table Top Built-In Partition:</b> Supply, fabrication, fitting, and fixing of low-height built-in table-top partitions as per the approved design and color scheme. The partitions shall be constructed using high-quality materials and premium hardware, ensuring durability and stability.All work shall be completed in a professional manner to the satisfaction of the Bank Authority, in accordance with the approved design, drawing, and instructions.	pcs	3		
3	<b>Full Height Cabinet (16" depth) :</b>  Supply, fitting, and fixing of full height cabinet constructed with 3/4" (18mm) 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.	18		
4	<b>Mobile Drawer Unit – 3 Drawers:</b> Supply, fitting, and fixing of mobile drawer unit (side unit) consisting of 3 drawers, fabricated from laminated board of approved make, color, and quality.Heavy-duty telescopic drawer channels for smooth operation.Central locking system for all three drawers (with 2 keys).All materials, workmanship, and installation shall be of the best quality, and the entire unit shall be delivered and installed to the complete satisfaction of the Bank Authority, in accordance with design, direction, and approval.	pcs	3		
5	<b>Officer Chair:</b> Supply, fitting and fixing of imported Low Back Cluster wheel, With Arm Rest, Fabric / PU upholstery, Mesh Back, Back adjustable, height adjustable , Caster Mounted ( Revolving), Approved Color, Durable Upholstery, as per design & direction of the Bank authority.	sft.	3		

*Ad.*



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Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
6	<b>PLASTIC PAINT WORKS:</b> 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		
<b>Sub-Total Tk.</b>					
<b>B</b>	<b>ELECTRIC WORKS:</b>				
1	<b>Dismantling Existing Furniture/Electrical Items:</b> Carefully dismantling and removing old furniture, tables, sockets, etc. without damage and shifting to designated place.	job	1		
2	<b>2.5 RM BYA CABLE:</b>  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	rft	200		
3	<b>1.5 RE BYA CABLE:</b>  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	rft	100		
4	<b>13A, 3-Pin Flat / Multi Socket:</b> 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	<b>Reinstallation/Refixing Existing Items:</b> Refixing usable dismantled items (cable,socket etc) after rearrangement as per layout.	job	1		
<b>Sub-Total Tk.</b>					
<b>Grand Total Tk.</b>					



Existing

