

General Services Division  
Head Office, Dhaka

Date: September 08, 2025

**Tender Ref:** "(CBBL/GSD/RFQ/2025/0080)"

**Tender Title:** RFQ (Request for Quotation) for Waiting Lounge at ICT 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 Waiting Lounge at ICT Division, Level-10, Head Office. BOQ, with 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 **September 11, 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 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) **September 11, 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 Waiting Lounge at ICT Division, Level-10, Head Office". RFQ: "(CBBL/GSD/RFQ/2025/0080)" in top of the Envelope.



General Services Division  
Head Office, Dhaka

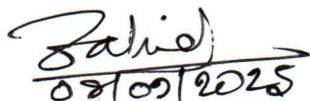
- 10) **Quotation Validity:** Offer validity period shall be at least for 03 (three) months from the Quotation submission/ closing date. Details discussion/terms & condition will be available in Work Order.
- 11) **Disqualification:** Manipulation or any kind of unusual approach or failure to submit 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 Waiting Lounge at ICT Division, Level-10, Head Office.**

SL NO	Item Description	Total Amount
A	DECORATIVE WORKS:	
B	Electrical Works	
<b>Total amount (including VAT &amp; TAX)</b>		

In word:

Signature of the Bidder



Seal





Proposed BOQ for Waiting Lounge at ICT Division, Level-10, Head Office.

Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
<b>A</b>	<b>DECORATIVE WORKS:</b>				
<b>1</b>	<b>WALL CLADDING</b> — Supply, fitting & fixing of Full/Low Height Wall cladding made of 1/2" thick laminated Partex board (Star Partex or equivalent) with approved color, cladded on a tilted wooden frame structure with 1" stainless steel bit as per requirement. All necessary materials, accessories, labor, and tools included. Work to be completed as per design, specification, site condition, and to the full satisfaction of the Bank Authority.	sft.	100		
<b>2</b>	<b>WALL PAPER</b> — Supply, fitting and fixing of 525mm / 700mm width wallpaper (China make) of approved color and quality, to be installed on designated walls. The rate shall include supply of wallpaper, surface preparation, adhesive (as per manufacturer's recommendation), labor, cutting, pasting, alignment, finishing, and cleaning. All work to be done as per design, instructions, and to the full satisfaction of the Bank Authority.	sft.	450		
<b>3</b>	<b>ACP SKIRTING</b> — Supply, fitting, and fixing of Aluminium Composite Panel (ACP) skirting, height 4"-6", using 3mm thick ACP sheet (AlucoBond / Eurobond or equivalent), in approved color and finish, fixed with concealed aluminum or GI framework and fasteners. Edges properly sealed and aligned. Work to be completed as per design, direction, and full satisfaction of the Bank Authority.	rft	60		
<b>4</b>	<b>CORNER GLASS SHELF</b> — Supply, fitting, and fixing of corner-mounted glass shelf made of 8mm thick tempered glass (clear or frosted), size approx. 12" x 12", with polished edges and supported on heavy-duty stainless steel (SS) brackets or chrome-plated holders. The shelf shall be fixed securely at designated corners/walls with approved fittings, complete in all respects as per design, direction, and full satisfaction of the Bank Authority.	Each	6		
<b>5</b>	<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.	1000		
<b>Sub-Total Tk.</b>					




Proposed BOQ for Waiting Lounge at ICT Division, Level-10, Head Office.

Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
B	ELECTRIC WORKS:				
1	LED Tube Light (T5, Size: 4'-0")Supply, installation, testing, and commissioning of LED T5 Single Tube Light Fitting (4 feet long) complete with all required connectors, mounting clips, wiring, and standard accessories/consumables, compatible with local voltage variations (220–240V AC, 50Hz). The fitting shall be installed complete in all respects as per approved design, drawing, and as directed by the Bank Authority.	pcs	10		
2	LED Tube Light (T5, Size: 2'-0")Supply, installation, testing, and commissioning of LED T5 Single Tube Light Fitting (2 feet long) complete with all required connectors, mounting clips, wiring, and standard accessories/consumables, compatible with local voltage variations (220–240V AC, 50Hz). The fitting shall be installed complete in all respects as per approved design, drawing, and as directed by the Bank Authority.	pcs	5		
3	LED Spot Movable Light – 3" (Local Made, Approved Brand): Supply, installation, testing, and commissioning of LED Spot Movable Light – 3" diameter, of locally manufactured, approved brand, comprising a decorative carrier, brass holder, earth terminal, and complete internal wiring using all required standard accessories and consumable materials, installed as per approved design and drawing, and as directed by the Consultant / Bank Authority.	pcs	5		
4	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	300		
5	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	100		
6	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	2		
		Sub-Total Tk.			
	Grand Total Tk.				

**Proposed Waiting Lounge  
ICT Division, Level-10.**

**Entry 02**

**Waiting  
Lounge**

Wall Paper

Wall Paneling

TV

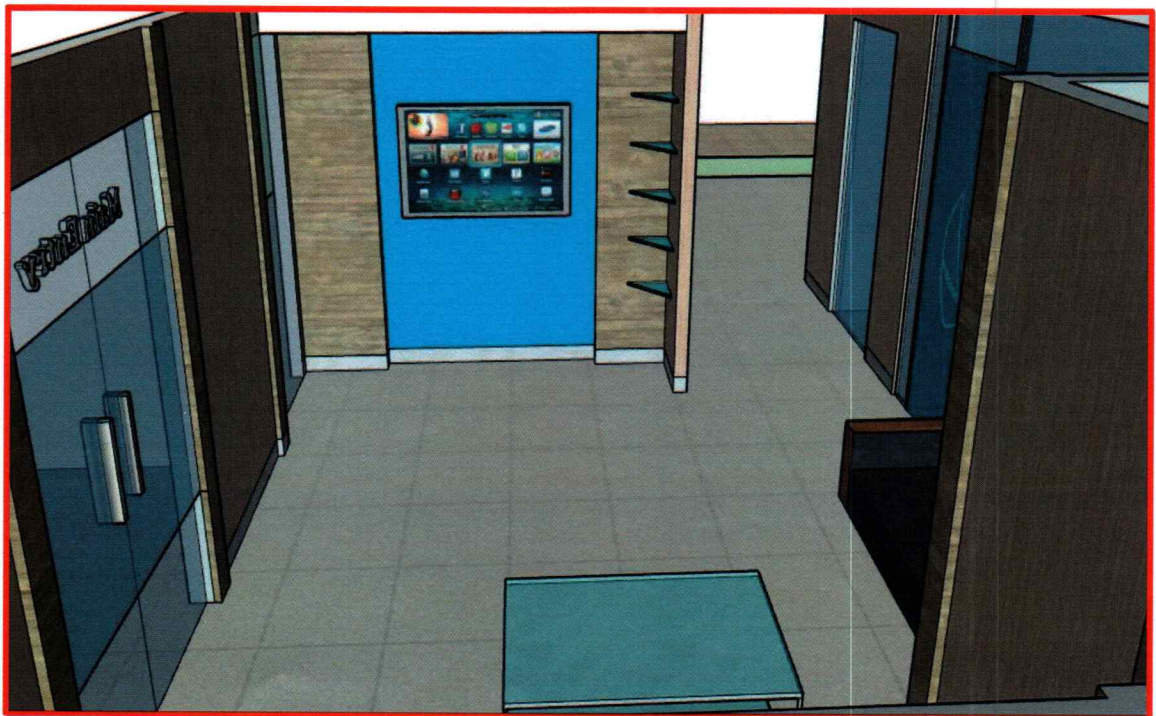
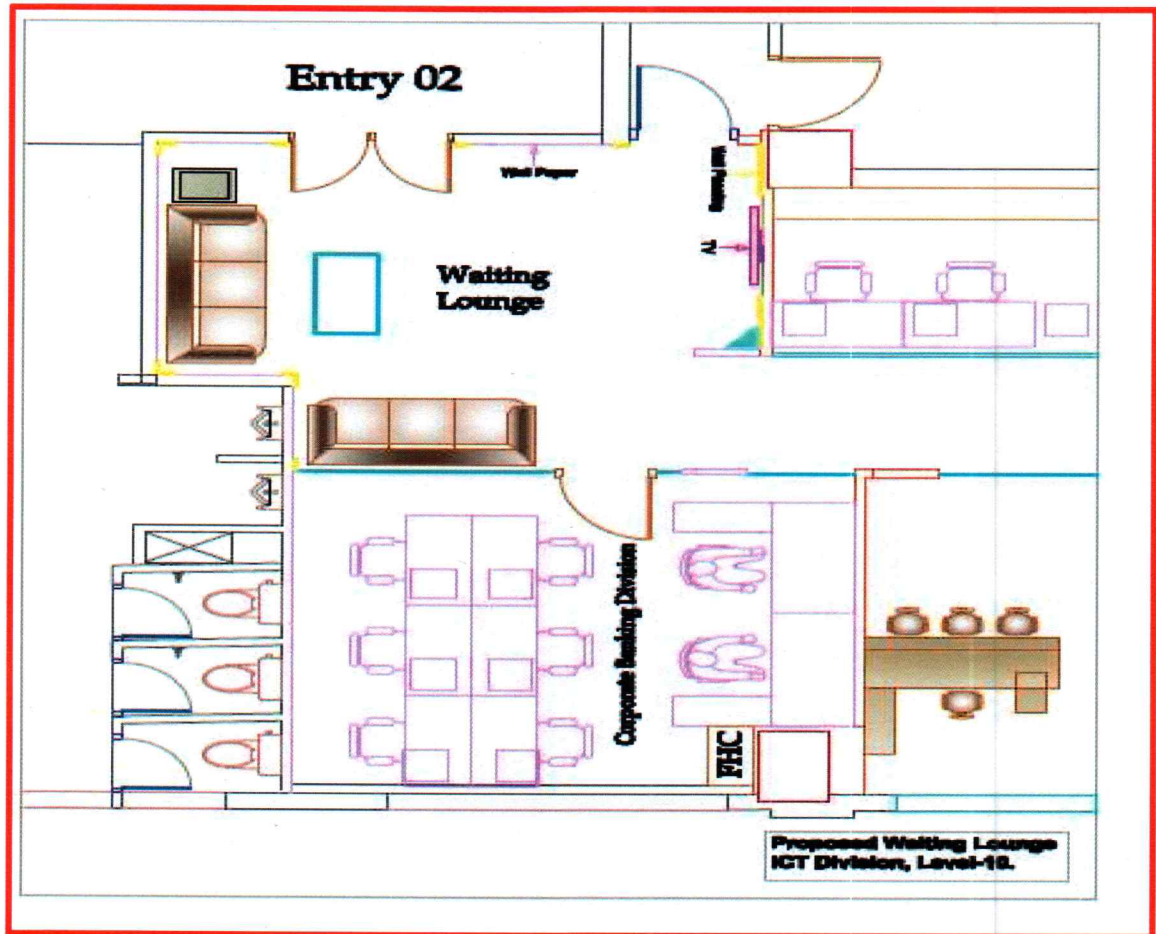
**Corporate Banking Division**

**FHC**





# 10<sup>th</sup> Floor Waiting Lounge (East Side)

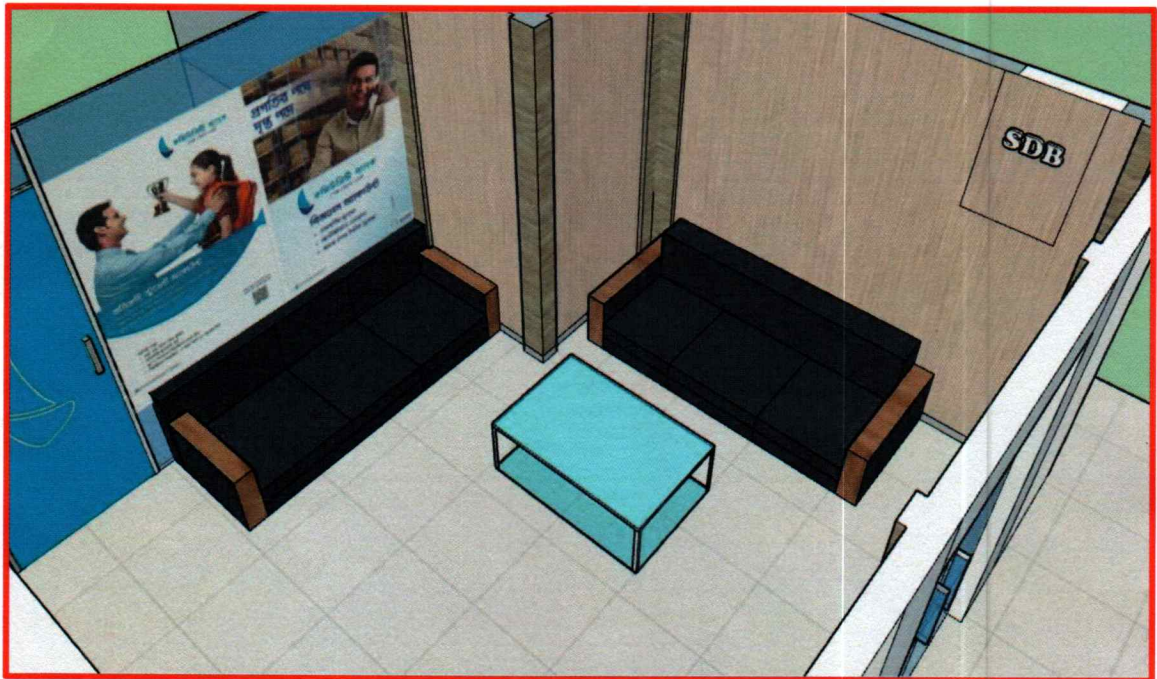


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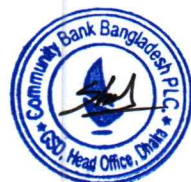




# 10<sup>th</sup> Floor Waiting Lounge (East Side)

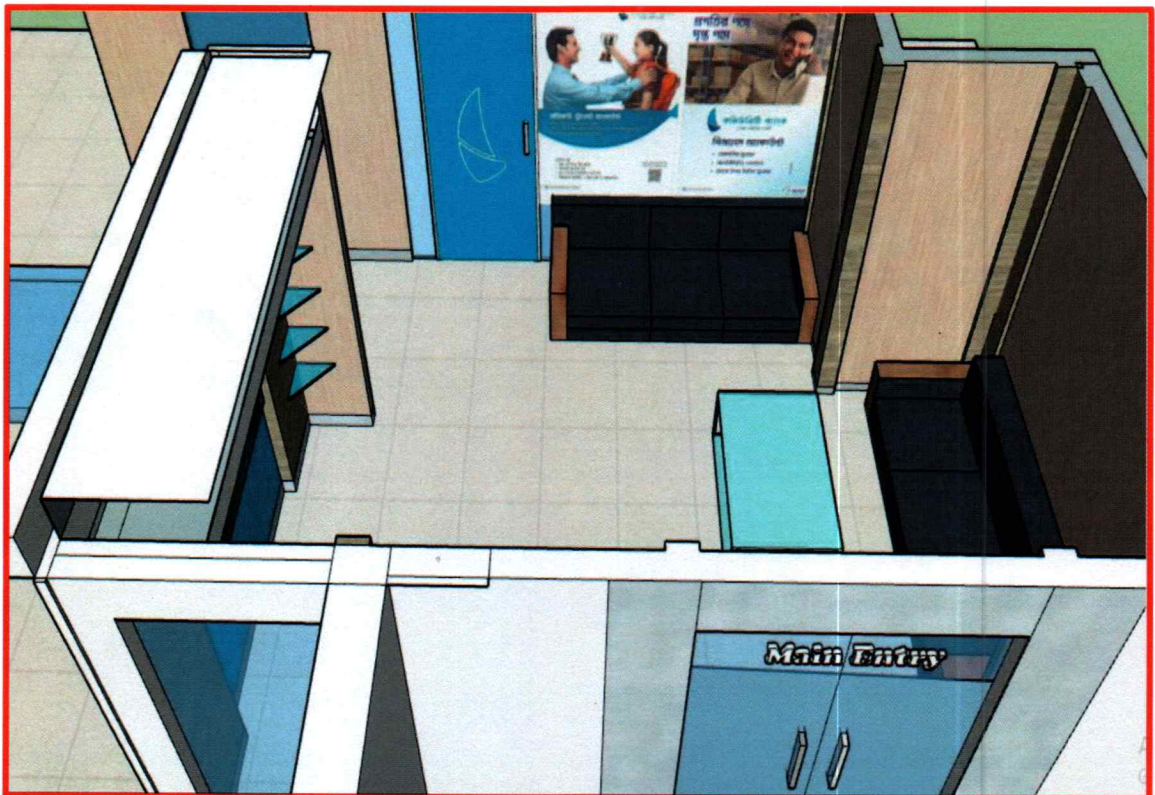
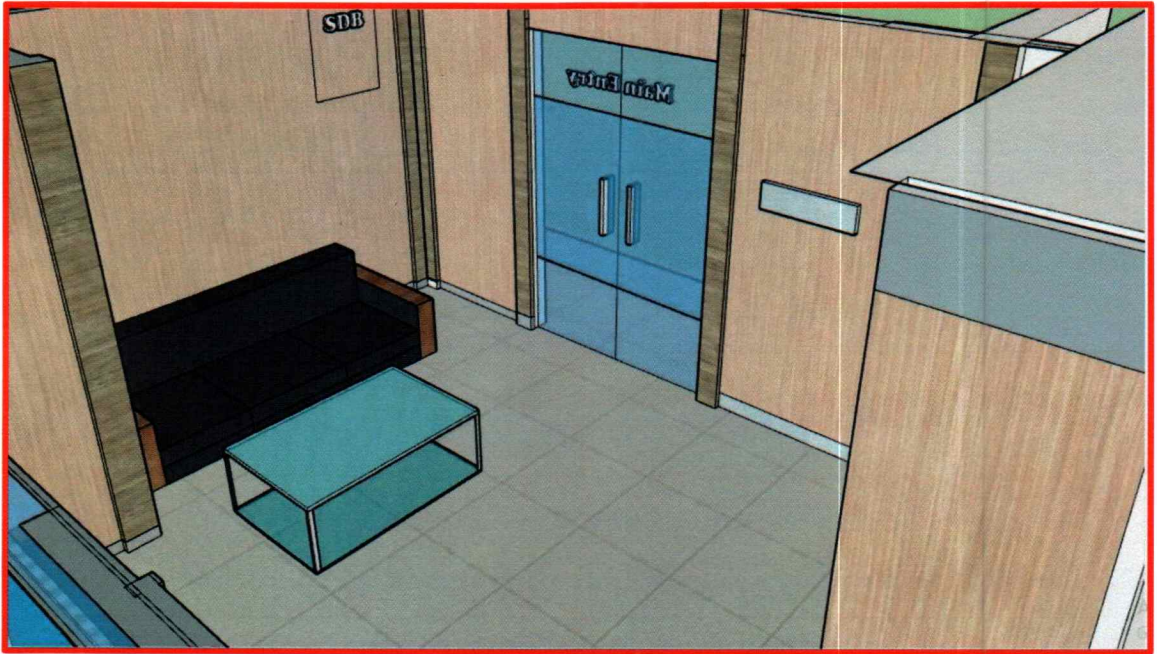


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10<sup>th</sup> Floor Waiting Lounge (East Side)



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