

General Services Division
Head Office, Dhaka

Date: November 09, 2025

Tender Ref: "(CBBL/GSD/Rfq/2025/0105)"

Tender Title: RFQ (Request for Quotation) for seating rearrangement works of Finance & Accounts Division and Marketing and Corporate Affairs Division at Head Office of Community Bank Bangladesh PLC.

Dear All,

Greetings from Community Bank Bangladesh PLC.!!

Community Bank Bangladesh PLC is the 59th Schedule Bank of Bangladesh. For Office Furniture and repair maintenance works at Head Office. BOQ, 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 2.00 P.M. on **November 16, 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-11, 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 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) **November 16, 2025**. The purchaser reserves the right change the Time schedule at any time.
- 7) **Night or Off-Hour Work:** The work is required to be carried out during non-business hours; in case of business hour work supplier ensure no disturbance is caused to nearby premises and should take prior approval.
- 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 Office Furniture and repair maintenance works at Head Office.”. RFQ: “(CBBL/GSD/RFQ/2025/0105)” in top of the Envelope.

10) **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.

11) **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:

12) Quoted Price must include material, labor and service charges as per attached price format.

13) Delivery lead-time will be as per site and Bank requirements.

14) 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.

15) 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.

16) 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.



**BOQ for Proposed Rearrangement Works of FAD and Marketing Division at Head Office,
Level 11.**

SL NO	Item Description	Total Amount
A	DISMANTLING & FINISHING WORKS:	
B	Partition and Other Related Works:	
C	WOODEN FURNITURE WORKS	
D	ELECTRICAL WORKS	
E	CHAIR WORKS	
Total amount (including VAT & TAX)		

In word:

Name of the Bidder:

Seal & Sign



BOQ for Proposed Rearrangement Works of FAD and Marketing Division at Head Office, Level 11.

SL	ITEMS	Unit	Qty	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
A	DISMANTLING & FINISHING WORKS:				
1	DISMANTLING WORKS: The work includes dismantling and removal of existing installations such as full-height board partitions, plain ceilings, 10mm thick glass partitions, glass doors, electrical wiring, switches, sockets, panel lights, and other related fixtures as directed by the Bank / Engineer-in-Charge. All dismantled and unserviceable materials shall be removed from the site by the contractor at his own cost and responsibility. Any serviceable materials identified by the Bank shall be carefully stored and handed over as directed. All works shall be carried out in a neat, safe, and workmanlike manner to the complete satisfaction of the Bank / Engineer-in-Charge. (FAD & Marketing Division, LEVEL -11)	job	1		
2	PLASTIC PAINT : 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 Architect/ Authority. Rates must cover all necessary finishing until handing over of the premises.	sft	4000		
TOTAL A.					
B.Partition and Other Related Works:					
1	Full Height Board Partition: Supply and installation of a full height partition wall, typically from floor to ceiling, using gypsum board or other board materials fixed on a metal or timber frame, the full satisfaction of the Bank Authority. (Marketing Division, LEVEL -11)	sft	420		
2	10 mm Glass Partition: Supplying, fitting and fixing 10 mm thick clear float glass partition, upper and lower sides are fixed with 1" aluminum U- Channel section and the last edge of glass should have pencil edge bevelling complete in all respect as per design, drawing and direction of Bank Authority. (FAD & Marketing Division, LEVEL -11)	sft	72		
3	10 mm Glass Partition Re-use: Re-use the existing 10 mm thick clear float glass partition. The glass panels shall be refixed securely using 1" (25 mm) aluminum U-channel sections at the top and bottom, with necessary silicone sealant and hardware. The work shall be completed in all respects as per the approved design, drawing, and instructions of the Bank Authority. (Marketing Division, LEVEL -11)	sft	64		
4	TEMPERED GLASS DOOR: Supplying, fitting and fixing imported Frameless Tempered Glass Door having 10 mm thickness with all foreign made hardware of best quality available viz. Stainless steel handless concealed auto-closer, stopper, locking arrangement complete in all respect as per design, drawing and direction of Architect/Authority. Size : 3'- 0" W x 7'- 0" or Custom (FAD)	nos	1		

BOQ for Proposed Rearrangement Works of FAD and Marketing Division at Head Office, Level 11.

SL	ITEMS	Unit	Qty	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
5	TEMPERED GLASS DOOR Re-use : Re-use and re-install the existing frameless 10 mm thick tempered (toughened) glass door, including all necessary hardware and accessories. The door shall be fitted and fixed with imported, auto-closer, Locking arrangement. (Marketing Division, LEVEL -11)	Pcs	1		
6	PLAIN GYPSUM / PARTEX BOARD DROP CEILING Supplying, fitting and fixing false ceiling of ½" thick plain Gypsum board/Plain PARTEX board having maximum compressive pressure, suspended from existing R.C.C. ceiling of the building on a 2'-0" x 2'-0" grid frame work of C steel section/1½" x 2½" or wooden 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. The work in/c cost of all materials, accessories, scaffoldings, labour for installation, screws, nails, etc, making provisions for lighting arrangement. complete in all respect as per design, drawing and direction of Architect/Authority.	sft	250		
7	Minarel Board Ceiling : Includes removal of existing mineral board ceiling and replacement with new mineral board ceiling of approved quality, including necessary fitting, alignment, and finishing work. (FAD, Level-11)	sft	100		
8	VENETIAN BLIND [ROLLER] : Supply, fitting & fixing of imported best quality blinds of approved color with all imported accessories say pvc coupling cod controlling chain, bottom weight plate, chain etc. all complete as per design, direction and full satisfaction of Bank Authority. (Same as Existing)	sft	150		
TOTAL B.					
C. WOODEN FURNITURE WORKS					
1	Executive Officer Table with Side Table (Top 5' x 2.6') : Supply, fitting & fixing of office table and side table made of Partex melamine laminated board, MS Framing complete in all respects as per approved design, drawing, and direction of the Bank Authority. Same as Existing: Level-12	set	2		
2	Full/Low Height Cabinet (16" depth) : Supply, fitting, and fixing of full/Low height cabinet constructed with ¾" (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	145		
3	Existing Furniture Rearrangement : All works related to the existing tables — including opening, refitting, shifting, and repairs — have been completed.	job	1		
TOTAL C.					

BOQ for Proposed Rearrangement Works of FAD and Marketing Division at Head Office, Level 11.

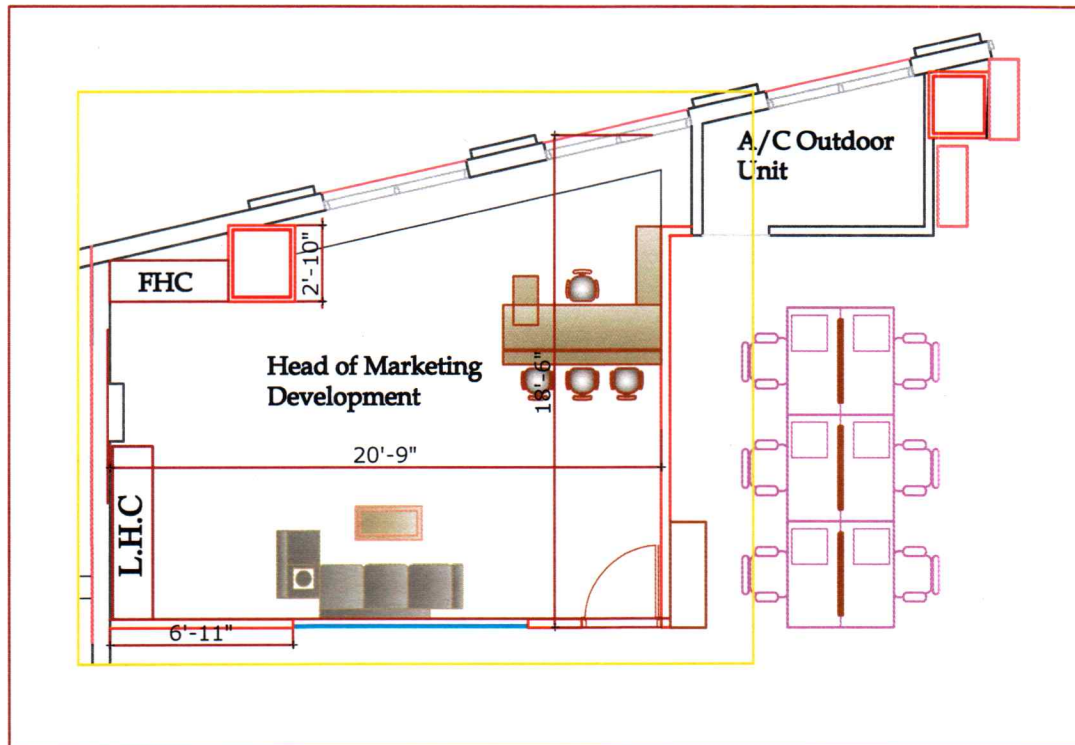
SL	ITEMS	Unit	Qty	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
D. ELECTRICAL WORKS					
1	Reinstallation/Refixing Existing Items: Refixing usable dismantled items (cable, socket, Light etc) after rearrangement as per layout. (FAD & Marketing Division, LEVEL -11)	job	1		
2	2.5 Rm Cable: Includes supply of 2.5mm ² single-core, copper conductor, PVC insulated cable and complete installation with proper routing, termination, and testing as per standards. (For DDB Line)	rft	900		
3	1.5 Rm cable: Includes supply of 1.5mm ² single-core, copper conductor, PVC insulated cable and complete installation with proper routing, termination, and testing as per standards. (For DDB Line)	rft	600		
4	1.5 Re cable: Includes supply of 1.5mm ² single-core, copper conductor, PVC insulated cable and complete installation with proper routing, termination, and testing as per standards. (For DDB Line)	rft	300		
5	¾" Flexible Pipe/PVC: Supply and installation of ¾" (19 mm) flexible PVC pipe/channel, suitable for electrical/data cabling, including: Laying inside floor, wall, or ceiling. Bends, junctions, and all accessories Clipping/fixing with saddles/clamps at proper intervals. As per site condition and direction of Bank Authority	rft	300		
6	13A 3pin Socket – Supply & Installation to be completed flush/surface-mounted as per site condition and project specifications.	nos	12		
7	6-Pin Multi Socket – Supply & Installation to be completed flush/surface-mounted as per site condition and project specifications.	nos	5		
8	4 Gang Switch – Supply & Installation to be completed flush/surface-mounted as per site condition and project specifications.	nos	4		
9	20 A SP – Supply & Installation to be completed flush/surface-mounted as per site condition and project specifications.	nos	2		
10	Supply & Installation of PVC/Steel MK Box: Supply and install a standard PVC MK electrical box for electrical fittings such as sockets, switches, or other wiring accessories.	nos	20		
11	18 W LED PANEL LIGHT: FITTING Foreign made approved type down light shade [reflector] with minimum 18 watt Energypac /philips energy savings LED light in/c supply of all necessary consumable materials, compatible to local voltage variation, complete in all respect in/c testing & commissioning, as per design, drawing and direction of Authority.	nos	20		
TOTAL D.					



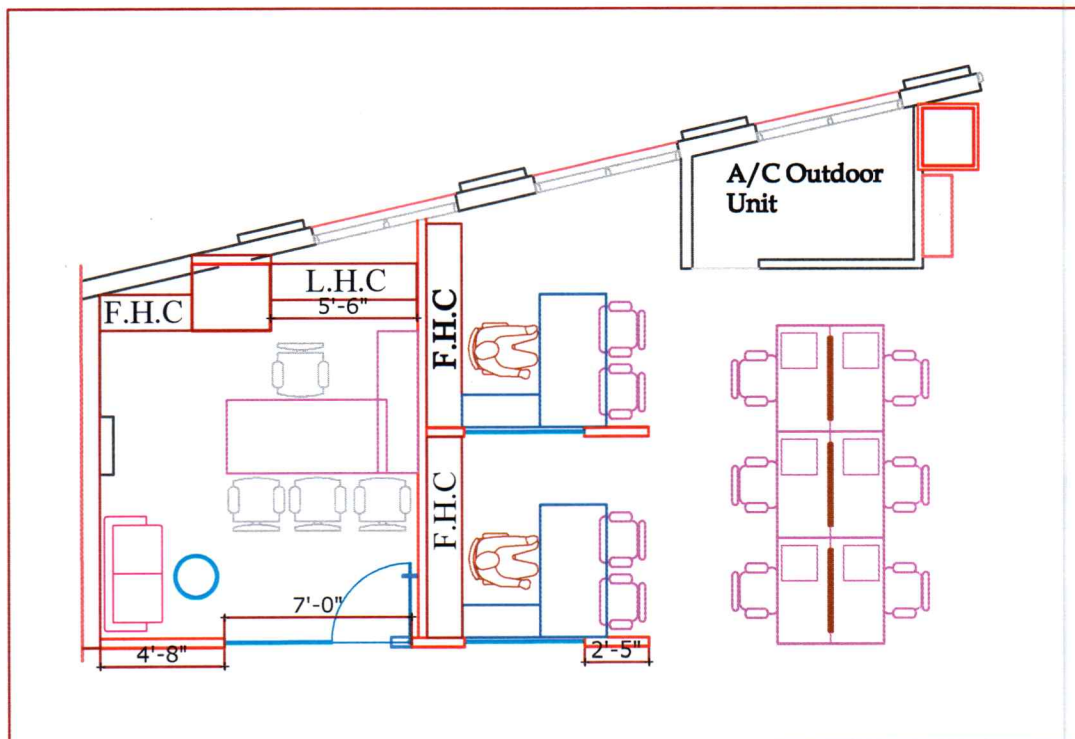
SL	ITEMS	Unit	Qty	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
E.CHAIR WORKS					
1	Executive Chair: Specifications: Type: Premium Executive Officer Chair with High Back and Headrest Design: High Back and Headrest Material: High-quality stainless steel (SS) chair base Function: Revolving/swivel type for 360° mobility Seat & Back Upholstery: Material: Imported mesh fabric (e.g., Boho, Merryfair, Euro or approved equivalent) Backrest: Breathable mesh for comfort and air flow Seat: High-density foam cushion with fabric upholstery Adjustability: Pneumatic height adjustment (gas lift) Backrest tilt/recline mechanism (as per approved model) Color: Black (final shade subject to approval) Headrest: Adjustable or fixed (depending on model), mesh/fabric-covered Armrests: Fixed or adjustable, made of durable PU or ABS	nos	3		
2	Visitor Chair: Supply, fitting, and fixing of imported low-back cluster-type officer visitor chair Fixed Leg Design with caster-mounted base (non-swiveling, fixed wheels) Arm Rests – integrated or attached, as per ergonomic design Backrest: Mesh back for breathability Adjustable tilt/tension mechanism (back reclining) Seat Height: Adjustable (pneumatic lift or equivalent) Seat: Fabric or PU leather (as per approved sample) Mesh: Durable, imported quality (e.g., Boho, Merryfair, Euro, or equivalents) Color: As per architect's approved selection Frame/Base: Strong metal frame (preferably powder-coated or stainless steel finish)	nos	7		
3	Sofa Center Table: Supply of sofa center table with 20" diameter 10mm thick glass top and stainless steel legs. (Same as existing)	nos	1		
TOTAL E.					
GRAND TOTAL					



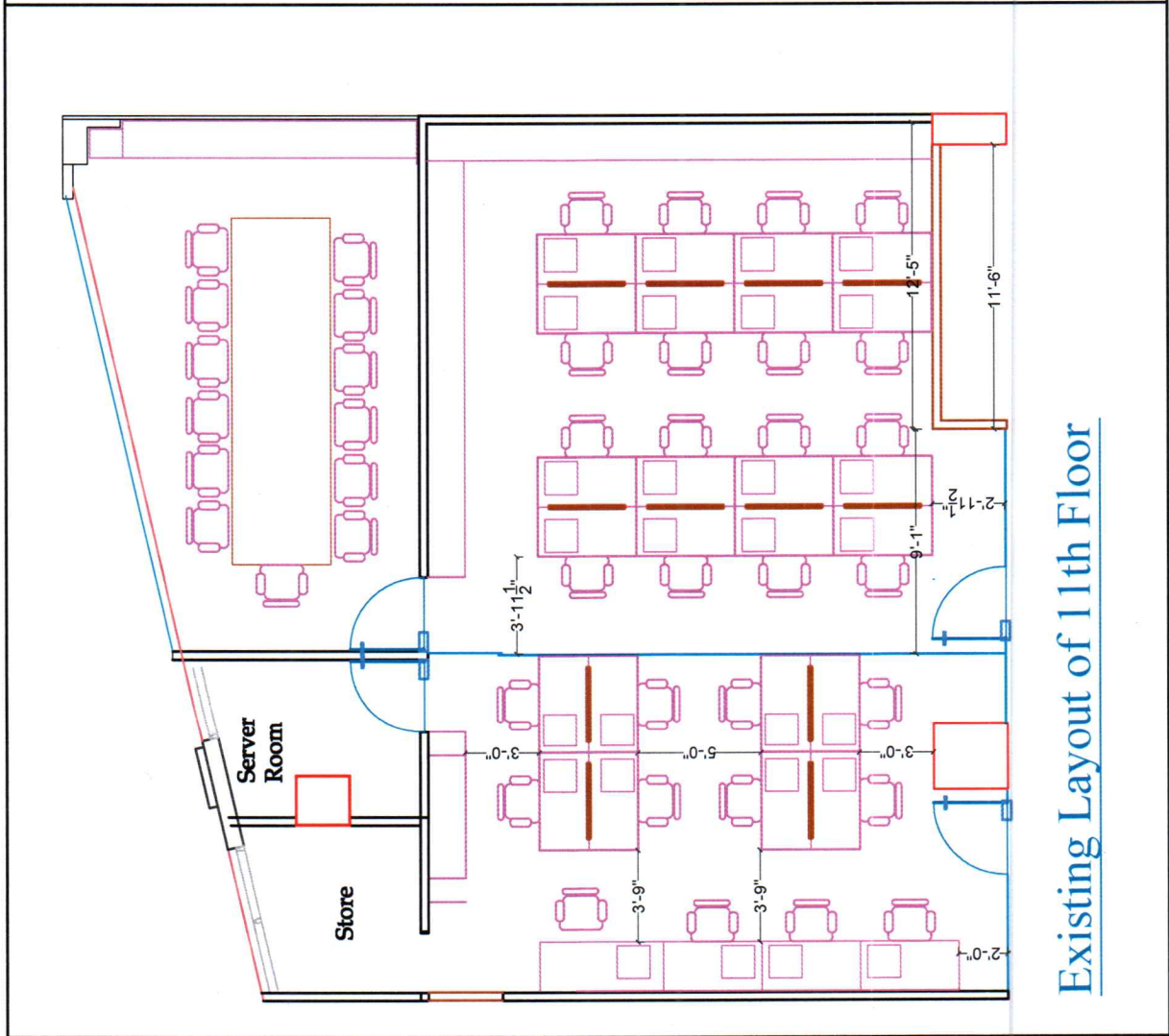
Existing Layout Marketing division



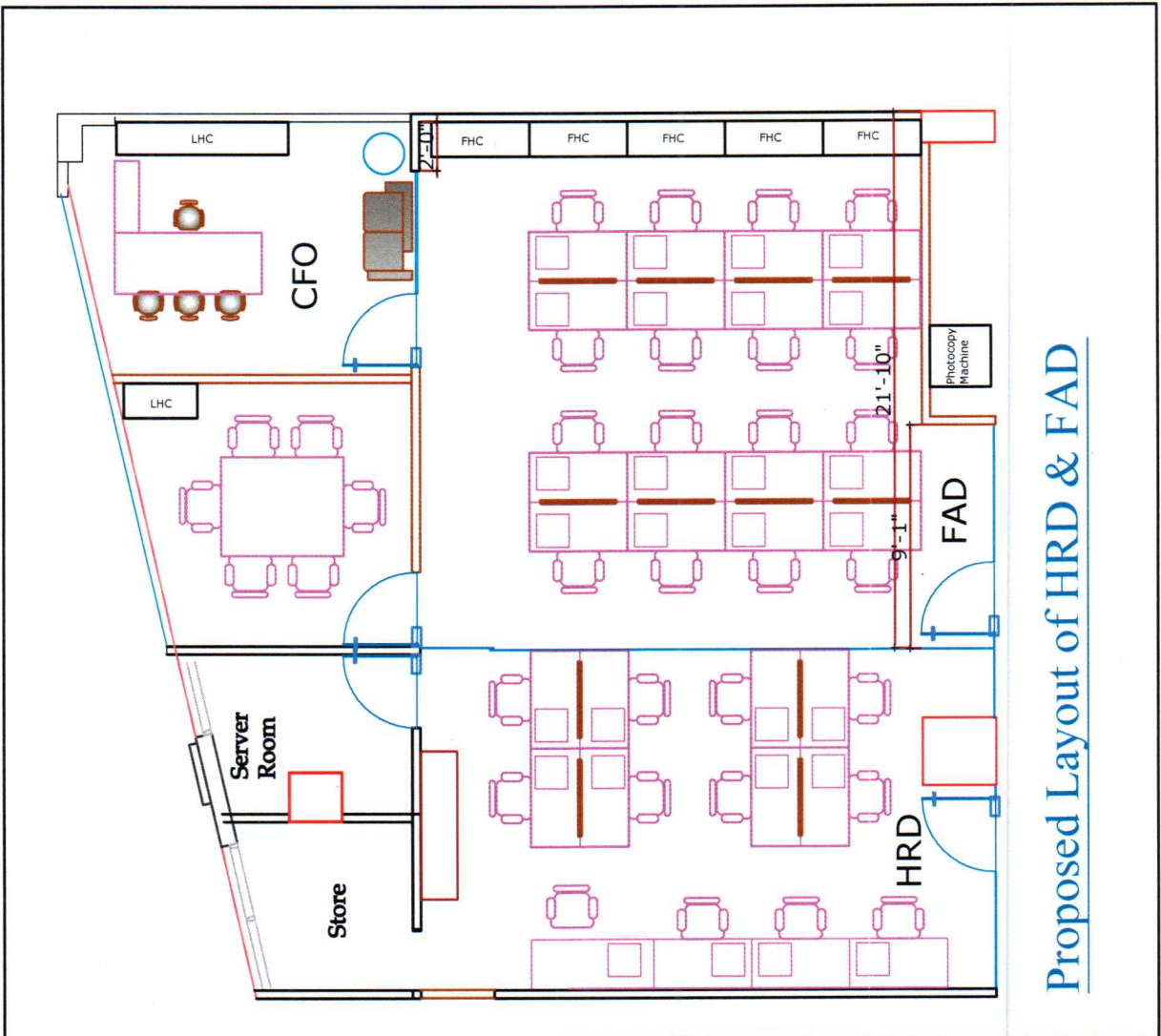
Proposed Layout for Marketing Division



11TH FLOOR PLAN (East Side)



Existing Layout of 11th Floor



Proposed Layout of HRD & FAD