

Date: November 30, 2025

Tender Ref: "(CBBL/GSD/RFQ/2025/0114)"

Tender Title: RFQ (Request for Quotation) for interior renovation and new item supply and installation work at Satkhira Police Line ATM Booth 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 interior renovation and new item supply and installation work at Satkhira Police Line ATM Booth of Community Bank Bangladesh PLC. 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 **December 08, 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:** Satkhira Police Line ATM Booth.
- 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 2.00 PM (Bangladesh Standard Time) **December 08, 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.
 - iii. Must mention the subject line "RFQ (Request for Quotation) for interior renovation and new item supply and installation work at Satkhira Police Line ATM Booth of Community Bank Bangladesh PLC.". RFQ: "(CBBL/GSD/RFQ/2025/0114)" in top of the Envelope.



**General Services Division
Head Office, Dhaka**

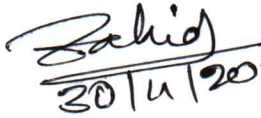
- 10) **Disqualification:** Manipulation or any kind of unusual approach or failure to submit the proposal/ offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.
- 11) **Sample/Presentation of Company Profile:** Bank may ask mock test/ presentation of bidder's 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


30/11/2025

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



**BOQ for interior renovation and new item supply and installation work at Satkhira Police Line
ATM Booth**

SL NO	Item Description	Total Amount
A	Partition, Door & others Releted Works	
B	Electrical Works	
Total amount (including VAT & TAX)		

In word:

Name of the Bidder :
Contact Person :
Contact Number :

Seal & Sign:



BOQ for interior renovation and new item supply and installation work at Satkhira Police Line ATM Booth

Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
A	Partition, Door & others Releted Works:				
1	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 handleless 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	nos	1		
2	FULL HT. 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 Architect/Authority.	sft.	21		
3	ALUMINUM SLIDING WINDOW: Supplying, fitting and fixing of aluminum sliding windows/doors of 3" silver colored anodized aluminum section (Brand-KAI) with all foreign made hardware of best quality available viz: handle, locks, wheels original bronze anodized star head matching screws, weather seal/ Mohair, rubber gasket, rivets, neoprene, sealant etc. in/c fitting and fixing of distortion free 5 mm thick clear float glass of approved quality and shade of foreign origin in/c fixing all necessary accessories etc. complete in all respect as per design, drawing and direction of Consultant / Bank Authority.	sft.	60		
4	SOLID PARTITION (Drop partition) Supplying, fitting, and fixing solid drop partitions with 12mm thick plain Gypsum board (Elephant Brand or equivalent) having maximum compressive strength. The partition to be fixed on a vertical grid framework of 2'-0" x 2'-0" made from GI "C" section channels. The GI members to be fixed with 2.5" screws spaced @12"-18". Partition to be suspended from existing RCC ceiling and bolted to wall as per height requirements.	sft.	20		
5	SELF ADHESIVE FROSTED PAPER: Supplying, fitting and fixing frosted paper on Main entry door and other glass surfaces after cutting logo and lettering with fine finish, complete in all respect as per design, drawing & direction of Consultant / Bank Authority.	sft.	100		
6	UPS Cabinet:(Depth-3'-0") Supply,Fitting & fixing of full height cabinet Built-in-self made by 18mm melamine board with best quality hardware materials etc.	sft.	10		
Sub-Total Tk.					



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Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
B	ELECTRIC WORKS:				
1	BATTEN LED TUBE LIGHT [Size: 2'- 0"] Supply of Batten LED Tube Light, 2'-0", 18W (or specify wattage), with diffuser, suitable for 220-240V AC, 4000K color temperature, aluminum body, IP20, including all accessories	pcs	4		
2	15W LED BULB: FITTING Foreign made approved type down light shade [reflector] with minimum 15 watt Energypac /philips energy savings LED Bulb 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.	pcs	4		
3	1.5 RM BYA CABLE (BRB): 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		
4	1.5 RE BYA CABLE (BRB): 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		
5	4.0 RM BYA CABLE (BRB): 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		
6	10 ~32 AMP SP MCB (Legrand from Energypac): Supply and installation of following SP (240V grade) TP (500 V grade) MCB" in pre installed distribution board in/c connection with cable, cable socket, nut bolts, PIB tape etc. complete in respect providing necessary consumable in/c testing & commissioning as per design, drawing and direction of Authority.	pcs	1		
7	4 Gang Switch: Supply and installation of 4 gang switch, 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	1		
8	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.					