

**Date: November 30, 2025**

**Tender Ref:** "(CBBL/GSD/RFQ/2025/0115)"

**Tender Title:** RFQ (Request for Quotation) for Re-arrangement and other required repair-maintenance, furniture and electrical works at **Dhanmondi Branch** of Community Bank Bangladesh PLC.

Dear All,

Greetings from Community Bank Bangladesh PLC.!!

Community Bank Bangladesh PLC is the 59<sup>th</sup> Schedule Bank of Bangladesh. For Re-arrangement and other required repair-maintenance, furniture and electrical works at **Dhanmondi Branch** 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:** Taj Lily Green (1st Floor) 751 (Old), 51 (New), Satmosjid Road, Dhaka-1209.
- 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 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 Re-arrangement and other required repair-maintenance, furniture and electrical works at **Dhanmondi Branch** of Community Bank Bangladesh PLC." RFQ: "(CBBL/GSD/RFQ/2025/0115)" in top of the Envelope.

**General Services Division  
Head Office, Dhaka**

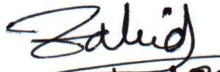
- 10) **Disqualification:** Manipulation or any kind of unusual approach or failure to submit the proposal/ offer within stipulated time frame will be treated as “Disqualification” to attend in the bidding.
- 11) **Sample/Presentation of Company Profile:** Bank may ask mock test/ presentation of bidder’s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

  
20/11/2025

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



**BOQ for Re-arrangement and other required repair-maintenance, furniture and electrical works at Dhanmondi Branch of Community Bank Bangladesh PLC.**

SL NO	Item Description	Total Amount
A	Dismantling & Finishing Works:	
B	Partition and Other Related Works:	
C	FURNITURE WORKS	
D	ELECTRICAL WORKS	
Total amount (including VAT & TAX)		

In Word:

Name of the Bidder :

Contact Person :

Contact Number :

Seal & Sign:



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SL	ITEMS	Unit	Qty	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
<b>A Dismantling &amp; Finishing Works</b>					
1	<b>DISMANTLING WORKS:</b> The work includes dismantling and removal of existing installations such as full-height board partitions, plain ceilings, Gypsum Ceiling, 10mm thick glass partitions, glass doors, Tiles, Rolar blinds, 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 authority	job	1		
2	<b>PLASTIC PAINT :</b> 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	1000		
3	<b>VENETIAN BLIND [ROLLER] :</b> Supply, fitting & fixing of imported best quality blinds of approved color with all imported accessories say pvc coupling cod controlling chain, bottom weight plate, bottom chain etc. complete in all respect as per design, drawing and direction of Consultant / Bank Author	sft	40		
4	<b>Existing Floor Tiles:</b> Supply & installation of 24" x 24" floor tiles, complete in all respects	pcs	5		
<b>TOTAL A.</b>					
<b>B. Partition and Other Related Works:</b>					
1	<b>Full Height Melamine Board Partition:</b> Supply and installation of a full-height partition wall extending from floor to ceiling. The partition shall be constructed using high-quality melamine-faced boards securely fixed on a well-seasoned timber frame. The work shall be completed in all respects as per the approved design, drawing, and instructions of the Bank Authority.	sft	68		
2	<b>10 mm Glass Partition Re-use:</b> Re-use the existing 10 mm thick clear float glass partition. The glass panels shall be resize & 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.	sft	140		
3	<b>TEMPERED GLASS DOOR Re-use :</b> 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.	Pcs	1		

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SL	ITEMS	Unit	Qty	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
4	<b>PLAIN GYPSUM / PARTEX BOARD DROP CEILING</b> 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	100		
5	<b>ENGRAVED GYPSUM BOARD CEILING</b> Supplying, fitting and fixing 10 mm thick approved quality Gypsum board false ceiling fixed over powder coated T-bar & cross T of section 1" X 1½", and L-angle of section 1" X 1" at edges, at 2'-0" X 2'-0" grid suspended from ceiling by 12 SWG double ply G.I. wire fixed to the ceiling by rowel plug, iron angles, screws, hooks, nails etc. maintaining straight lines and desired finished level at bottom face with vertical wooden strut as required in/c making holes in slabs, or beams by electric drill machine and mending good the damages, if any, during execution of the work in/c cost of all materials, accessories, scaffoldings, labor for installation, screws, nails, etc. complete in all respect as per design, drawing and direction of Consultant / Bank Authority.	sft	300		
6	<b>Drop Partition:</b> Supply & installation of drop partition wall (Partex board on seasoned timber frame, complete)	rft	10		
7	<b>Frosted Paper:</b> Supplying, fitting and fixing frosted paper on glass surfaces with fine finish, complete in all respect as per design,drawing & direction of Bank Authority.	sft	80		
<b>TOTAL B.</b>					

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SL	ITEMS	Unit	Qty	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
<b>C. FURNITURE WORKS</b>					
1	<b>Full/Low Height Cabinet (16" depth)</b> : Supply, fitting, and fixing of full/Low 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	32		
2	<b>Double Seater Sofa</b> : Supplying & Placing of double seater sofa made of Imported Fabric/PU upholstery as design & direction of Bank Authority. [Sample :Same as Existing]	nos	2		
3	<b>Sofa Center Table</b> : Providing and making center tables of above mentioned size as per drg. Table top shall consist of 12 mm. Thk. float glass with chamfered edge / "PARTEX" board with approved quality etching. The base shall be made up of CP Teak wood frame /25mm thk. marine Ply as directed by the Architect. All exposed faces finished with natural polish (if wood frames are used) or with 1.0mm Thk laminate for ply. All inner surfaces will be finished with natural french polish. [Sample should be subject to approval]	nos	1		
4	<b>Officer Chair Repair (Base, Wheels, Mechanism)</b> : Five-star chair base (nylon or metal), Caster wheels (standard 11mm stem), Chair mechanism (tilt/lift mechanism, seat plate)	nos	2		
<b>TOTAL C.</b>					
<b>D. ELECTRICAL WORKS</b>					
1	<b>Reinstallation/Refixing Existing Items</b> : Refixing usable dismantled items (cable, socket, Light etc) after rearrangement as per layout. (BM room, Meeting Room, Wash Zone)	job	1		
2	<b>2.5 Rm Cable</b> : Includes supply of 2.5mm <sup>2</sup> single-core, copper conductor, PVC insulated cable and complete installation with proper routing, termination, and testing as per standards.	rft	200		
3	<b>1.5 Rm cable</b> : Includes supply of 1.5mm <sup>2</sup> single-core, copper conductor, PVC insulated cable and complete installation with proper routing, termination, and testing as per standards.	rft	200		
4	<b>1.5 Re cable</b> : Includes supply of 1.5mm <sup>2</sup> single-core, copper conductor, PVC insulated cable and complete installation with proper routing, termination, and testing as per standards.	rft	100		

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SL	ITEMS	Unit	Qty	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
5	<b>¾" Flexible Pipe/PVC:</b> 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	50		
6	<b>6-Pin Multi Socket</b> – Supply & Installation to be completed flush/surface-mounted as per site condition and project specifications.	nos	3		
7	<b>4 Gang Switch</b> – Supply & Installation to be completed flush/surface-mounted as per site condition and project specifications.	nos	1		
8	<b>Supply &amp; Installation of PVC/Steel MK Box:</b> Supply and install a standard PVC MK electrical box for electrical fittings such as sockets, switches, or other wiring accessories.	nos	6		
9	<b>12 W LED PANEL LIGHT:</b> FITTING Foreign made approved type down light shade [reflector] with minimum 12 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	10		
10	<b>Shifting of 1.5 Ton Cassette Type Gree Brand Indoor Unit:</b> Shifting of 1.5 Ton Cassette Type Gree Brand Indoor Unit, including carefully dismantling the existing indoor unit with disconnection of copper pipes, drain line, and electrical connections. Re-installation of the unit at the new designated location, including fixing, leveling, reconnecting copper piping, drain line, wiring, insulation, and all necessary supports. The work includes all labor, tools, equipment, and minor consumables required for proper completion. Testing and commissioning shall be carried out after relocation to ensure proper operation. All work must be completed to the full satisfaction of the Bank Authority.	job	1		
<b>TOTAL D.</b>					
<b>GRAND TOTAL</b>					