

General Services Division
Head Office, Dhaka

Date: January 01, 2026

Tender Ref: "(CBBL/GSD/RFQ/2026/0001)"

Tender Title: RFQ (Request for Quotation) for repair-maintenance, furniture, electrical and miscellaneous works for Motijheel Branch.

Dear All,

Greetings from Community Bank Bangladesh PLC.!!

Community Bank Bangladesh PLC is the 59th Schedule Bank of Bangladesh. For repair-maintenance, furniture, electrical and miscellaneous works for Motijheel Branch. 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 **January 07, 2026**.

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:** Cosmos Tower (Ground Floor & 1st Floor), Holding No-28/01/02, Toyenbee Circular Road, Motijheel
- 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) **January 07, 2026**. 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 repair-maintenance, furniture, electrical and miscellaneous works for Motijheel Branch.". RFQ: "(CBBL/GSD/RFQ/2026/0001)" in top of the Envelope.

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- 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.
- 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.





Community Bank
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Proposed BOQ for Repair & Maintenance Work at Motijheel Branch

SL NO	Item Description	Total Amount
A	Shelves & Blind Works:	
B	Door Repair Works:	
C	Electric Works:	
D	Various Works:	
Total amount (including VAT & TAX)		

In word:

Name of the Bidder :

Contact Person :

Contact Number :

Seal & Sign:



Handwritten signature

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Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
A Shelves & Blind Works:					
1	BM Room Display Shelves: Supply, fitting, and fixing of a display shelves made of 18 mm melamine board with 10 mm glass shelves, including 2 nos. spot lights and necessary cables, all complete as per design and site condition. (Same as sample picture)	job	1		
2	BM Room Corner shelves: Supply of corner shelves made of 18 mm melamine board with 10 mm glass shelves and front glass palla, including 2 nos. spot lights and necessary cables, as per design, all complete as per design and site condition. (Same as Sample Picture)	job	1		
3	Roller Blinds Repair & Cleaning Works: Opening of existing roller blinds, deep cleaning of roller blinds (including dust removal, stain treatment, and washing), repair of roller blinds including mechanism, chain, brackets, and minor parts, refitting of roller blinds after cleaning and repair, and replacement of damaged parts (if required), all completed to the full satisfaction of the Bank authority.	sft.	620		
			Sub-Total Tk.		
B Door Repair Works:					
1	MS Door Repair: Repair of MS (Mild Steel) door including fixing/replacement of hinges, locks, handles, welding of damaged parts, straightening, grinding, and painting touch-up as required, all complete as per site condition and satisfaction.	job	1		
2	MS Grill: Supply, fabrication, and installation of 1/2" x 1/2" solid bar MS (Mild Steel) grill as per design and site conditions, including cutting, welding, grinding, surface preparation, and applying one coat of primer and two coats of paint, all complete.	sft.	15		
3	PVC Door Repair: Repair of PVC door including replacement/fixing of hinges, handles, locks, door frame alignment, sealing, and minor patch repairs, all complete as per site condition and satisfaction.	job	1		
4	Hasbolt (Hasp Bolt): Supply and installation of hasp bolts on wooden doors as per site requirement, including necessary fixing screws, alignment, and testing for proper locking system, all complete.	nos	1		
5	Round Lock: Supply and installation or replacement of round locks on doors as per site requirement, including necessary fixing screws, alignment, and testing for proper locking and smooth operation, all complete.	nos	1		
			Sub-Total Tk.		



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Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
C	ELECTRIC WORKS:				
1	12" Ceiling Mount Exhaust Fan: Supply, installation, or replacement of 12-inch ceiling-mounted exhaust fan as per site requirement, including mounting, electrical connections, alignment, testing for proper operation, and all necessary accessories, complete.	nos	5		
2	4" Dia Flexible Pipe – Supply and installation of 4" flexible pipe for exhaust fan ducting, including all fittings, connections, supports, and accessories, complete.	rft	30		
3	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	200		
		Sub-Total Tk.			
D	Various Works:				
1	Plastic Paint: Supply and application of plastic emulsion paint on walls/ceilings, including surface preparation, primer (if required), and all materials and labor, complete.	sft	200.00		
2	PAN Lowdown Replacement : Removal and replacement of existing PAN lowdown, including all necessary fittings, connections, and accessories, complete and tested for proper operation.	nos	1.00		
3	Wall & Floor Tiles Deep Cleaning & Pointing (Toilet & Pantry) : Deep cleaning and pointing of tiles in toilet and pantry areas, including scrubbing, stain removal, rinsing, and re-pointing, complete with all labor, materials, and cleaning agents.	nos	4.00		
		Sub-Total Tk.			
Grand Total Tk.					

In word:

