

Date- January 11, 2025

Tender Reference# CBBL/GSD/Rfq/2026/0002

Tender Title- UPC (Unit Price Confirmation) as well as *RFQ (Request for Quotation) for Painting & Finishing Works (Plastic Emulsion, Enamel, Polish, Weather Coat & Pvc Board)*

Dear Sir,

You are requested to submit (**HARD COPY**) your offer in a closed envelope as per below specification **within 12.00 P.M. on January 18, 2026** addressing "**Chairman, Purchase Committee, Community Bank Bangladesh PLC.**(Tender Reference# CBBL/GSD/Rfq/2026/0002)

- ✓ Only relevant eligible vendors are requested to submit the quotation.
- ✓ No advance will be allowed in this regard.
- ✓ All price/ rate should be inclusive of Carrying Charge, Installation Cost and related Materials, VAT and Tax which will be deducted from source during payment of final bill after satisfactory completion of the works.

Other terms, conditions and mode of payment will be as under:

- a) The bidder must have successfully completed minimum two (02) painting and finishing works for Banks/NBFIs/MNCs. Relevant Work Orders/Completion Certificates must be submitted.
- b) All materials including plastic emulsion, enamel, polish, weather coat, and PVC board must be branded, premium quality, and of approved standard. Sub-standard or expired materials will not be accepted.
- c) Workmanship must be of high professional standard ensuring smooth, uniform, eye-catching finish with clean and sharp bordering, suitable for banking premises.
- d) Proper surface preparation (cleaning, sanding, putty, priming, minor repair works) must be carried out and included in the quoted price.
- e) The contractor must provide a minimum six (06) months warranty against peeling, fading, cracking, blistering, or any workmanship defect. Rectification shall be done at contractor's own cost.
- f) The Bank may require a sample/mock-up work prior to full execution, and final work must strictly follow the approved sample.
- g) Work must be completed within the stipulated time and, if required, be carried out after office hours/holidays without additional cost, ensuring no disruption to Bank operations.
- h) The contractor shall ensure proper protection of existing furniture, fixtures, flooring, and equipment. Any damage caused must be repaired or replaced at contractor's own cost.
- i) Completed work shall be subject to inspection and acceptance by the Bank. Payment will be made only after satisfactory completion.
- j) In case of poor quality, deviation from specification, or delay, the Bank reserves the right to reject the work, order rework, or cancel the Work Order without any financial obligation.
- k) The bidder shall have to submit the price in letter head pad including VAT & Tax.
- l) Financial offer should be valid for 06 months. Upon expiry of the 1st 06 months, the offer validity may be extended for further 06 six months automatically, if both parties agree.
- m) Price quotation includes carrying cost, labor charge and other charge thereof.
- n) Date of delivery or completion of work will be counted from the date of Work Order received/ acknowledged either by signing the original copy of Work Order or by e-mail confirmation whichever is earlier.



- o) In the event of supply of the mentioned items/services, if the said items/services do not match with as per requirement/approved quotation then, the Bank reserves full right of outright rejection of the items/services.
- p) The product/services must be supplied as per specification mentioned in quotation. If any change, Supplier will have to consult with the General Services Division, Head Office of the Bank.
- q) In case of deviation from the quality and specification and/or delay in supply of goods/service, bank preserves full right to reject the materials and cancel the work order without showing any reason.
- r) In case of any deficiency in the delivered product/services, supplier will have to make necessary rectification the same immediately at Supplier own cost on receipt of complain.
- s) No additional bill/work will be entertained without prior permission of the General Services Division.
- t) Delivery Challan/Work completion certificate duly received by branch/Head Office is to be submitted along with the bill.
- u) The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
- v) Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
- w) Must Submit Trade License, TIN, 13 Digit BIN Copy
- x) The bank reserves the right to accept or reject any or all quotation at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Bank's action.
- y) For any type of sub-standard quality product/service from selected bidder end, the Bank reserve the right for outright rejection of the goods/services, which you will take back at bidder own cost and will replace with acceptable quality within (10) ten days of the rejection

Payment:

- Bill should be submitted along with Work Order (Duplicate Copy) and Delivery Challan and performance certificate signed by the Branch Authority.
- Price includes delivery, installation including all installation materials and commissioning charges.
- All Price should be including all VAT and TAX. Necessary VAT & Tax will be deducted from your bill as per latest Govt. circular.
- Payment will be made after submission the bill only through account with Community Bank Bangladesh PLC. Thus, before final payment you have to open account with our Bank.

Only relevant Vendors whose scope of works does not match with the said job need not to submit their offer.

Regards



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



UPC for PAINTING & FINISHING WORKS (PLASTIC EMULSION, ENAMEL, POLISH, WEATHER COAT & PVC BOARD)

SI No	Item Description	Unit	Per SFT Rate (including VAT & Tax)	
			Inside Dhaka	Outside Dhaka
1	PLASTIC PAINT (New Surface): Providing and applying Plastic Emulsion Paint (New Surface) of approved Berger brand and approved color to wall/ceiling surfaces, including minimum three (3) coats, complete with lime putty work, cleaning of surfaces, sand papering, surface preparation, and all incidental works including necessary scaffolding, tools, labor, and materials, complete in all respects as per the direction of The Bank Authority.			
	i) Plastic Painting – New Surface (Up to 1000 Sft)	per sft		
	ii) Plastic Painting – New Surface (1000-3000 Sft)	per sft		
	iii) Plastic Painting – New Surface (Above 3000 Sft)	per sft		
2	PLASTIC PAINT (Existing Surface): Supply and application of Bank approved Berger Plastic Paint in selected shades for the ceiling. Paint shall be sourced in sealed containers from authorized dealers. Surface preparation shall include sandpapering and application of putty to repair all cracks and imperfections. Work includes applying glass fiber mesh tape on cracked gypsum board joints, followed by necessary base coats and two coats of finishing paint. All furniture and fixtures will be securely covered with polythene sheeting. The entire site will be thoroughly cleaned upon completion of the work. All tasks will be performed during night shifts in accordance with the Bank's standards and to their entire satisfaction.			
	i) Plastic Painting – Existing Surface (Up to 1000 Sft)	per sft		
	ii) Plastic Painting – Existing Surface (1000- 3000 Sft)	per sft		
	iii) Plastic Painting – Existing Surface (Above 3000 Sft)	per sft		
3	Enamel Painting: Providing and applying synthetic enamel paint of approved Berger make and approved color on wooden surfaces, iron grills, shutters, etc., including a coat of suitable primer and minimum three coats of enamel paint. The work shall include surface preparation by cleaning, rubbing down, finishing, and polishing with sandpaper, as well as providing all necessary scaffolding, tools, and materials. Complete in all respects as per the directions and satisfaction of the Bank Authority.			
	i) Enamel Painting – (Up to 100 Sft)	per sft		
	ii) Enamel Painting – (100- 500 Sft)	per sft		
	iii) Enamel Painting – (Above 500 Sft)	per sft		
4	OUTSIDE 'WEATHER COAT' PAINT: Providing and applying exterior Weather Coat paint of approved Berger make and approved colour on outside walls, comprising minimum three coats, including preparation of the under surface by cleaning, rubbing down, sandpapering, and making the surface ready to receive paint. The item includes all labour, materials, tools, and necessary scaffolding, complete in all respects as per the directions and satisfaction of the Consultant / Bank Authority.			
	i) Weather Coat Painting – (Up to 500 Sft)	per sft		
	ii) Weather Coat Painting – (500- 1000 Sft)	per sft		
	iii) Weather Coat Painting – (Above 1000 Sft)	per sft		

SI No	Item Description	Unit	Per SFT Rate (including VAT & Tax)	
			Inside Dhaka	Outside Dhaka
5	Polish Work: Providing and applying polish of approved make and color on wooden surfaces, including thorough preparation of the surface by cleaning, scraping, sanding, and filling imperfections where necessary. The work shall include application of base coat, required number of coats of polish with proper rubbing down between coats, and final finishing to obtain a smooth and uniform surface. Complete in all respects as per the directions and satisfaction of the Bank Authority.			
	i) Polish work – (Up to 100 Sft)	per sft		
	ii) Polish work – (100- 500 Sft)	per sft		
	iii) Polish work – (Above 500 Sft)	per sft		
6	Royale Play Asian Metallic Paint: Royale Play Metallic Paint by Asian Paints is a premium decorative coating that offers a luxurious metallic finish to interior walls and surfaces. It creates an elegant, shimmering effect with depth and texture, ideal for accent walls, feature panels, or special decorative areas.			
	i) Royale Play Metallic Paint– (Up to 200 Sft)	per sft		
	ii) Royale Play Metallic Paint– (Above 200 Sft)	per sft		
7	6mm PVC PLY PASTING: Supplying and fixing 6 mm thick PVC ply sheet as pasting, including necessary adhesives, cutting, fitting, and finishing, complete as per design and direction of the Bank Authority.			
	i) 6mm PVC PLY PASTING:– (Up to 100 Sft)	per sft		
	ii) 6mm PVC PLY PASTING: – (100-500 Sft)	per sft		
	iii) 6mm PVC PLY PASTING: – (Above 500 Sft)	per sft		

Name of the Bidder:

Contact Person :

Contact Number :

Seal & Sign: