

General Services Division
Head Office, Dhaka

Date: January 01, 2026

Tender Ref: "(CBBL/GSD/RFQ/2026/0002)"

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

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 Agrabad Branch, Chattogram. 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:** The Chittagong Chamber of Commerce & Industry, Agrabad Commercial Area, Holding No-38, Ward No-28.
- 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.



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iii. Must mention the subject line "*RFQ (Request for Quotation) for repair-maintenance, furniture, electrical and miscellaneous works for Agrabad Branch, Chattogram.*". RFQ: "*(CBBL/GSD/RFQ/2026/0002)*" 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.

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 Repair Maintenance Works Various Item at Agrabad Branch, Chattogram."

Note: All rates for the listed items must be submitted after the branch/site visit

S.L	ITEMS	Unit	QTY	Rate (Including VAT and TAX)	Amount
A. Various Item Repair & Maintenance Work					
1	Plastic Paint : Providing and applying two coats of plastic emulsion paint of approved make and shade on internal walls/ceilings, over a coat of primer, including surface preparation, sand papering, scaffolding, materials, labour, tools and cleaning complete, as directed by the Bank Authority	sft	1590		
2	PVC Board Pasting: Providing and fixing PVC board of 6 mm thickness with approved paint finish on walls/ceilings by pasting with recommended adhesive, including surface preparation and cleaning, cutting to size, proper alignment, joint finishing, labour, materials, tools, scaffolding and all incidental charges, complete as directed by the Bank Authority.	sft	190		
3	12 W Panel Light Replacement: Dismantling and removal of existing light fixture, supply, fixing, testing, and commissioning of 12 Watt LED panel light (round or square) of approved make, color temperature, and lumen output, complete with driver, connectors, and all necessary accessories, mounted on ceiling or wall, including all labor, materials, tools, and incidental charges, complete as directed by the Bank Authority.	pcs	79		
4	18 W Panel Light Replacement: Providing, fixing, testing and commissioning of 18 Watt LED surface-mounted light of approved make, shape and colour temperature, complete with driver, connectors and all accessories, mounted on ceiling/wall including all labour, materials, tools and incidental charges, complete as directed by the Bank Authority.	pcs	30		
5	Exhaust Fan Replacement: Dismantling and removal of existing exhaust fan, supply, fixing, testing, and commissioning of exhaust fan of approved size and make, complete with louvers, clamps, flexible connections, necessary cut-outs, wiring up to terminal point, including all labor, materials, tools, accessories, and incidental charges, complete as directed by the Bank Authority.	pcs	2		



BOQ for Repair Maintenance Works Various Item at Agrabad Branch, Chattogram."

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S.L	ITEMS	Unit	QTY	Rate (Including VAT and TAX)	Amount
6	Work Station Partition Repair: Repairing work station partitions including replacing damaged panels, fixing loose fittings, patching scratches or dents, cleaning surfaces, realigning frames, and carrying out any other minor repairs, including all labour, materials, tools, scaffolding (if required) and incidental charges, complete as directed by the Bank Authority.	sft	130		
7	Internal Wooden Stair Railing Repair & Polish: Repairing internal wooden stair railing including replacing or fixing damaged parts, tightening loose joints, filling scratches or dents, sanding surfaces, and applying suitable wood polish or varnish, along with any other necessary minor repairs. Includes all labour, materials, tools, scaffolding (if required), and incidental charges, complete as directed by the Bank Authority.	job	1		
8	Thai Window Glass Replacement: Supply, dismantling, and replacement of Thai aluminium framed windows, including removal of existing damaged glass, installation of new glass (clear), minor frame repairs if required, fixing of all accessories such as handles, hinges, and locks, sealing and finishing the joints, cleaning the installed windows, and carrying out all associated labor, materials, tools, scaffolding (if needed), and incidental charges, complete as directed by the Bank Authority.	sft	20		
9	Long Basin Pillar Cock Replacement: Dismantling and removal of existing long basin pillar cock, supply and installation of new long basin pillar cock of approved make and specification, ensuring proper fitting, sealing, and leak-proof installation, testing for smooth operation and correct water flow, including all labor, materials, tools, fittings, and incidental charges, complete as directed by the Bank Authority.	pcs	2		
10	BIB Cock Replacement: Dismantling and removal of existing BIB cock, supply and installation of new BIB cock of approved make and specification, ensuring proper fitting, sealing, and leak-proof installation, testing for smooth operation and correct water flow, including all labor, materials, tools, fittings, and incidental charges, complete as directed by the Bank Authority.	pcs	5		

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S.L	ITEMS	Unit	QTY	Rate (Including VAT and TAX)	Amount
11	Sink Waste Replacement: Dismantling and removal of existing sink waste, supply and installation of new sink waste of approved make and specification, ensuring proper fitting with drainage system, leak-proof connections, smooth water flow, and proper drainage, including all labor, materials, tools, fittings, and incidental charges, complete as directed by the Bank Authority	pcs	2		
12	Commode Set Cover Replacement: Dismantling and removal of existing commode set cover, supply and installation of new commode set cover of approved make and specification, ensuring proper fitting, smooth operation, and durability, including all labor, materials, tools, fittings, and incidental charges, complete as directed by the Bank Authority.	pcs	2		
13	Angle Stop Cock Replacement: Dismantling and removal of existing angle stop cock, supply and installation of new angle stop cock of approved make and specification, ensuring proper fitting, sealing, leak-proof installation, and smooth operation, including all labor, materials, tools, fittings, and incidental charges, complete as directed by the Bank Authority.	pcs	4		
14	Paper Holder Replacement: Dismantling and removal of existing toilet paper holder, supply and installation of new paper holder of approved make and specification, ensuring proper fitting, alignment, and secure attachment, including all labor, materials, tools, fittings, and incidental charges, complete as directed by the Bank Authority.	pcs	2		
Total Amount (Including VAT and TAX)					

In Word:


