

General Services Division
 Head Office, Dhaka

Date: January 11, 2026

Tender Title: "RFQ (Request for Quotation) for some required Interior Decoration & repair maintenance Works at CID ATM Booth".

Tender Ref: "(CBBL/GSD/RFQ/2026/0005)"

Dear All,

Greetings from Community Bank Bangladesh PLC.!!

Community Bank Bangladesh PLC is the 59th Schedule Bank of Bangladesh. For some required Interior Decoration & repair maintenance Works at CID ATM Booth". BOQ, lay-out (proposed) are attached herewith as your ready reference.

- ✓ Only relevant enlisted vendors shall be eligible for submission of their financial offer.
- ✓ No advance will be allowed in this regard.
- ✓ 10% of the actual payable bill shall be retained at Head Office for 01 (one) year after completion of the works (if work order value is above BDT 50,000.00).
- ✓ 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.

You are requested to submit (HARD COPY) your financial offer in a closed envelope as per specification within 2.00 P.M. on January 18, 2026. At Bank's discretion, any bidder can be declared as non-responsive if **any inconsistency is found or vendor's do not have sufficient strength to carry out the works.** As the works will be done in a running branch, most of the works have to be done after office hours/ holidays.

TENDER SUMMARY

1	Tender Reference No	CBBL/GSD/RFQ/2026/0005
2	Date Of Tender Document	11.01.2026
3	Last Date for Submission Of Tender	18.01.2026 at 2.00 P.M.
4	Date Of Opening of Financial Bid	Will be opened through Tender Opening Committee
5	Cost Of Tender Document	Free of Cost

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. The bidder shall have to submit the price in their Company Pad and Envelope.
- 2) **Work Location/Delivery Place:** CID ATM Booth, Malibagh.
- 3) **Time Of Completion** : 10 [Ten] days from the date of issuing written work order.
- 4) **Period of Maintenance:** 12 [Twelve] months from the date of issue of final certificate of completion by the authority.
- 5) **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.
- 6) **Qualification of Contractor:** The Tenderer must have experience in completion of work(s) of this nature interior decoration works in Banking Industry of 03 (three) schedule Banks which must be executed by the contractor during last two financial years. All experiences must be backed by with proper documentation (i.e. work order, completion certificate) from respective banks. Need to submit with price quotation.
- 7) **Purchaser's Right:** The Purchaser reserves the right to accept/ cancel/ reject any or all offer without assigning any reason. Considering the Experience, quality and other factors the purchaser is not obliged



General Services Division
Head Office, Dhaka

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.

- 8) **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 for some required Interior Decoration & repair maintenance Works at CID ATM Booth*". RFQ Reference: "(CBBL/GSD/RFQ/2026/0005)" in top of the Envelope.
- 9) **Quotation Validity:** Offer validity period shall be at least for 03 (three) months from the Quotation submission/ closing date. Details discussion/terms & condition will be available in Work Order (WO).
- 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).
- 12) 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.

Regards



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



General Services Division
 Head Office, Dhaka

BOQ for some required Interior Decoration & repair maintenance Works at CID ATM Booth".

SN	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
1	Drop Partition/DROP CEILING: Supplying, fitting and fixing Drop ceiling of $\frac{1}{2}$ " 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/ $1\frac{1}{2}$ " x 2 $\frac{1}{2}$ " 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.	80		
2	10 mm 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 beveling complete in all respect as per design, drawing and direction of Bank Authority	sft.	80		
3	Oval Shape Glass Partition Supply fitting fixing 10mm Oval shape glass partition, including U-channel, D nob etc. All complete as per design, direction and full satisfaction of the Bank Authority.	sft.	20		
4	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 handless concealed auto-closer, stopper, locking arrangement complete in all respect as per design, drawing and direction of Architect/Authority. Size : 3'-0" W x 8'-0" or Custom	pcs	1		
5	5mm PVC PLY PESTING: Supplying and fixing 5 mm thick PVC ply sheet as pasting, including necessary adhesives, cutting, fitting, and finishing, complete as per design and direction of the Bank Authority.	sft.	200		
6	Formica Pasting: Supply & Installation Formica/Laminate sheets (as per design, color, finish, and thickness – usually 0.8mm or 1mm.	sft.	200		
7	PLASTIC PAINT: 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.	250		
8	Carpet Tiles: Supply, installation, fitting, and fixing of 20" x 20" carpet tiles, including all materials, adhesives, labor, and finishing, complete in all respects, as approved by the Bank authority.	sft.	100		
9	Electric Line Rearrangement works: Dismantling, rearranging, rerouting, and reconnection of old electrical lines, including all necessary materials, labor, and testing, complete as per approved drawings and site conditions.	job	1		



General Services Division
 Head Office, Dhaka

SN	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
10	2.5 RM Cable: Supply and laying of 2.5 RM electrical cable including channel, conduit/pipe, accessories, and all related works, complete in all respects.	rft	100		
11	1.5 RM Cable: Supply and laying of 1.5 RM electrical cable including channel, conduit/pipe, accessories, and all related works, complete in all respects.	rft	50		
12	DP Switch: Supply and installation of double pole (DP) switch including switch plate, box, wiring connections, and all accessories, complete in all respects.	pcs	2		
13	Back Wall Spot Light: LED Ceiling Light Surface Mounted Down light Spot Led Light Ultra	pcs	2		
Grand Total Tk.					

