

General Services Division
Head Office, Dhaka

Date: January 14, 2026

Tender Ref: "(CBBL/GSD/RFQ/2026/0008)"

Tender Title: RFQ (Request for Quotation) for Repair and Maintenance Works at SB HQ & DB HQ ATM Booths.

Dear All,

Greetings from Community Bank Bangladesh PLC.!!

Community Bank Bangladesh PLC is the 59th Schedule Bank of Bangladesh. for Repair and Maintenance Works at SB HQ & DB HQ ATM Booths. 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 22, 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:** SB HQ Malibagh, Dhaka & DB HQ Minto Road, Dhaka, ATM Booths.
- 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 22, 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) Repair and Maintenance Works at SB HQ & DB HQ ATM Booths.". RFQ: "(CBBL/GSD/RFQ/2026/0007)" 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 do 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.



Proposed BOQ for Repair and Maintenance Works at SB HQ & DB HQ ATM Booths

SL NO	Item Description	Total Amount
A	Repair and Maintenance Works at SB Office ATM	
B	Repair and Maintenance Works at DB Office ATM	
Total amount (including VAT & TAX)		

In Word:

Name of the Bidder :

Contact Person :

Contact Number :

Seal & Sign:




Proposed BOQ for Repair and Maintenance Works at SB HQ & DB HQ ATM Booths

Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
A	Repair and Maintenance Works at SB Office ATM				
1	5mm PVC Ply Pasting: Providing and pasting 5mm thick PVC sheet/panel over existing wall surface using approved adhesive (Fevicol SR / PU Adhesive), including surface preparation, cutting, pasting, rolling, trimming, joint finishing, and cleaning, complete as per specifications.	sft.	420		
2	Plastic Paint : 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.	sft.	800		
3	Electrical Items, Furniture Rearrangement & Cleaning: Providing labour and necessary tools for checking, removing, fixing, refitting, and repairing electrical fixtures such as switchboards, sockets, and minor wiring adjustments; including safe shifting, rearranging, and repositioning of furniture, cabinets, tables, chairs, and modular units within the premises; and carrying out complete cleaning work consisting of sweeping, dusting, wiping, vacuuming, and debris removal after completion of all activities, complete as per direction of Engineer-in-Charge.	job	1		
	Sub-Total Tk.				
B	Repair and Maintenance Works at DB Office ATM				
1	5mm PVC Ply Pasting: Providing and pasting 5mm thick PVC sheet/panel over existing wall surface using approved adhesive (Fevicol SR / PU Adhesive), including surface preparation, cutting, pasting, rolling, trimming, joint finishing, and cleaning, complete as per specifications.	sft.	240		



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Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
2	Plastic Paint : 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.	sft.	500		
3	Electrical Items, Furniture Rearrangement & Cleaning: Providing labour and necessary tools for checking, removing, fixing, refitting, and repairing electrical fixtures such as switchboards, sockets, and minor wiring adjustments; including safe shifting, rearranging, and repositioning of furniture, cabinets, tables, chairs, and modular units within the premises; and carrying out complete cleaning work consisting of sweeping, dusting, wiping, vacuuming, and debris removal after completion of all activities, complete as per direction of Engineer-in-Charge.	job	1		
4	GLASS DOOR CLOSER REPLACEMENT: Replacement of defective hydraulic glass door closer including supply, installation, adjustment, testing, and handover in complete working condition	nos	1		
5	12 W LED Panel Light Replacement: Replacement of 12 W LED panel lights, including supply, removal and disposal of existing panels, wiring, installation of new round or square panels (recessed or surface-mounted), connection to AC mains, testing, commissioning, and all necessary accessories and minor ceiling adjustments for complete and functional lighting.	nos	2		
6	Officer Chair: Supply, fitting and fixing of imported Low Back Cluster wheel, With Arm Rest, Fabric / PU upholstery, Mesh Back, Back adjustable, height adjustable, Caster Mounted (Revolving), Approved Color, Durable Upholstery, as per design & direction of the Bank authority.	nos	1		
Sub-Total Tk.					
Grand Total Tk.					