

General Services Division
 Head Office, Dhaka

Date: January 21, 2026

Tender Title: "RFQ (Request for Quotation) for Interior Decoration and setup of ATM booth at Industrial Police -2, Gazipur"

Tender Ref: "(CBBL/GSD/RFQ/2026/0009)"

Dear All,

Greetings from Community Bank Bangladesh PLC.!!

Community Bank Bangladesh PLC is the 59th Schedule Bank of Bangladesh. For Interior Decoration and setup of ATM booth at Industrial Police -2, Gazipur". BOQ, lay-out 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 26, 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/2026/0009
2	Date Of Tender Document	21.01.2026
3	Last Date for Submission Of Tender	26.01.2026 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:** Industrial Police -2, Gazipur
- 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 to purchase the lowest offer at all. The purchaser reserves the right to share the Bidder's response to



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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 Interior Decoration and setup of ATM booth at Industrial Police -2, Gazipur*". RFQ Reference: "(CBBL/GSD/RFQ/2026/0009)" 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



21/01/2026

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





BOQ for Interior Decoration and setup of ATM booth at Industrial Police -2,Gazipur

SL NO	Item Description	Total Amount
A	Civil Construction & Interior Works	
B	PAINT WORKS	
C	ELECTRICAL WORKS	
D	Furniture Works	
Total amount (including VAT & TAX)		

In word:

Name of the Bidder :

Contact Person :

Contact Number :

Seal & Sign:



BOQ for Interior Decoration and setup of ATM booth at Industrial Police -2, Gazipur

Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
A Civil Construction & Interior Works					
1	Site Preparation – Dismantling & Cleaning Works: Dismantling and removal of existing brickwork, plasterwork, sliding doors, floor tiles, PVC board ceiling, and any other items as directed by the Bank Authority. The scope includes careful dismantling, collection, loading, transportation, and disposal of all debris and dismantled materials to an approved designated location.	job	1		
2	ROOF TOP WAVED TIN REPAIR: Repair, realignment, and replacement where necessary of existing rooftop waved tin roofing during and after dismantling of adjacent brick wall, including all associated works	job	1		
3	Brick Wall 5" THICK BRICK WORK: Brick work with 1st class bricks of one brick width [$\pm 5"$] in cement mortar (1:4) in exterior or interior walls in/c filling the interstices with mortar, racking out joints cleaning and soaking the bricks at least for 24 hours before use and necessary scaffolding, curing at least for 7 days etc. complete in all respect as per design drawing and direction of Bank Authority.	sft.	50		
4	Cement concrete work (3" depth) : In 1:3:6 mix proportion in slabs on plinth level using 20mm down graded brick chips, medium sand (F.M. 1.5) and cement including compacting and curing, etc. all complete as per drawing, specification and instruction of the Engineer-in-charge.	cft	10		
5	Plaster Work: Providing and applying plaster to wall surfaces after dismantling of brick walls, including necessary finishing, making good, and plastering of brick wall as required to suit site conditions, complete as directed by the Bank Authority.	sft.	150		
6	PVC Board Ceiling Works: Opening, rearranging, and refitting of existing PVC board ceiling, including supply and fixing of new hardware and PVC boards where required, complete as per approved drawings and directions of the Bank Authority.	sft.	190		
7	MIRROR POLISHED FLOOR TILES: Supplying, fitting, and fixing imported mirror polished floor tiles, size 24" x 24", over 20 mm thick cement mortar (1:2) or approved ready-mix base (e.g., CONMIX), including cutting with electric disk cutter, grouting joints with white cement and approved pigment, cleaning, curing, and finishing complete as per design, drawing, and direction of the of the Bank authority.	sft.	220		
8	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 bevelling complete in all respect as per design, drawing and direction of Bank Authority.	sft.	8		
9	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 the Bank Authority. Size:Custom size	pcs	1		



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Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
10	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.	24		
11	Aluminium Composite Panel Work: Supply, Fabrication and Installation of 4.0 mm PVDF (Fluorocarbon paint finish) coated Aluminum composite panel of approved color and quality, cladded on standard and necessary aluminum or galvanized framing with all necessary accessories. All complete as per design, direction and full satisfaction of the Bank authority. Materials Specification: Thickness: 4.0 mm (Aluminum Core 0.5mm + Anti toxin (PE) Core 3.0mm + Aluminum Core 0.5mm); Frame: 46.0mmx20.0mm Aluminum rectangular box (Mill finish); Fitting angel: 20.0mm x20.0mm (Bronze), Thickness	sft.	32		
12	Existing Aluminium Sliding Window Repair: Repairing, servicing, and making functional existing aluminium sliding windows, including adjustment, replacement of rollers, handles, locks, and minor accessories as required, complete as directed by the Bank Authority.	sft.	60		
13	UPS Cabinet:(Depth-3'-0") Supply, Fitting & fixing of UPS cabinet Built-in self made by 18mm melamine board with best quality hardware materials etc.	sft.	15		
14	PVC DOOR MAT: Supplying, fitting and fixing best quality imported PVC mat [Dust catcher] complete in all respect as per direction of Bank Authority.	sft.	24		
Total Civil Construction & Interior Works (A)					
B. PAINT WORKS					
1	ACRYLIC EMULSION PAINT WORKS: The work includes the surface preparation and application of plastic emulsion paint on interior walls, ceilings, or other specified surfaces, using approved materials and as per the direction of the Bank Authority and standard painting practices	sft.	500		
Total Paint Works (B)					



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Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
C.ELECTRICAL WORKS					
1	Pipe Work				
a.	3/4" inner dia PVC- water grade with thick wall	rft	100		
b.	1.5" Flexible Pipe	rft	300		
2	CABLES WORKS [BRB Brand] Supply and installation of following fire proof cables through pre laid PVC pipe/channel with all consumable materials as per design, drawing and direction of Bank Authority				
a.	1x 1.5 rm BYA	rft	300		
b.	1x 2.5 rm BYA	rft	300		
c.	1x 4 rm BYA	rft	150		
d.	1x 2.5 re BYA Green	rft	200		
e.	1x 10 rm BYA Main line wiring (BRB)	rft	600		
3	MCCB/MCB's Supply and installation of following SP (240V grade) TP (500 V grade) MCB/MCCB" in pre-installed distribution board in/c connection with cable, cable socket, nut bolts, PIB tape etc. complete in respect providing necessary consumable in/c testing & commissioning as per direction of Bank Authority.				
a.	SDB Box (Havels size 12" x 16")	pcs	1		
b.	63 AMP DP MCB (Legrand from Energypac)	pcs	1		
c.	10A to 32 AMP SP MCB (Legrand from Energypac)	pcs	10		
4	ELECTRICAL SOCKET OUTLETS: Supplying, fitting and fixing 240V, single phase Legrand (Energy Pac)/ABB(Multiple trading)/MK (Singapore) brand following socket outlet in/c wiring conceals/surface with necessary wiring through water grade PVC pipe/channel or required size in/c supply of switches, switch box, ebonite cover, ceiling rose etc. Complete in all respect in/c testing & commissioning, as per design, drawing and direction of Authority.				
a	5A,3 Gang (1way) Switch	pcs	2		
b	20 AMP DP Switch	pcs	2		
c.	16A Multi Scket	pcs	5		
d.	15A, 3 Pin Scket Round Scket	pcs	2		
e.	13A, 3 Pin Scket	pcs	5		
f.	Mk Steel Bos(3"x3"x2")	pcs	16		
5	Led Panel Light: Supply, installation, testing, and commissioning of foreign-made approved type LED down light fixture (minimum 12W) complete with reflector/shade, suitable for recessed ceiling mounting, and fully compatible with local voltage fluctuations. The fixture shall include high-efficiency LED lamps with integrated driver and housing, complete in all respects with necessary wiring, connectors, mounting accessories, and consumables. Brand: TACHI/OPEL/ENERGY+/ SUPER STAR	pcs	12		



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Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
6	EARTHLING ARRANGEMENT (0.5 to 3 volt): Supplying and installation of 150' depth 1-½" dia G.I. Pipe earth electrode by tube well sinking method including of 4 SWG HDBC earthling lead from the bottom of earth electrode to the earthing bar of distribution board. Making an earth inspection pit of size 10" x 10" x 18" inside clear. Bottom of pit shall be" thick B.C.C. work and four side wall shall be 5" thick brick wall with 1" plastering and 3" thick R.C.C. cover slab. The top end of the electrode shall be 6" above from the bottom C.C. work. Complete in all respect in/c testing & commissioning etc. all per existing samples, choose, design, drawings, directions and full satisfaction of the Bank Authority.	job	1		
Total Electrical Works (C)					
D.Furniture Works					
1	OFFICER TABLE: Supply, fitting & fixing of partex board made top 25mm thick top Melamine partex board & Approved color (Size: Table- 4'-6" x 2'-6") with in front perforated ms modesty, Spotted by MS Framing with Key board tray and best quality hardware materials etc. complete in all respect as per design, drawing and direction of the Bank authority.	pcs	1		
2	Mobile Drawer Unit – 3 Drawers: Supply, fitting, and fixing of mobile drawer unit (side unit) consisting of 3 drawers, fabricated from laminated board of approved make, color, and quality. Heavy-duty telescopic drawer channels for smooth operation. Central locking system for all three drawers (with 2 keys). All materials, workmanship, and installation shall be of the best quality, and the entire unit shall be delivered and installed to the complete satisfaction of the Bank Authority, in accordance with design, direction, and approval.	pcs	1		
3	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.	pcs	1		
4	Visitor 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 (fixed), Approved Color, Durable Upholstery, as per design & direction of the Bank authority.	pcs	2		
5	Guard Tool: SS Structure with rexin	pcs	1		
Total Furniture Works (D)					
Total Amount (A+B+C+D)=					

In Word:

