

Date: February 09, 2026

**Tender Ref:** "(CBBL/GSD/RFQ/2026/0016)"

**Tender Title:** RFQ (Request for Quotation) for Internal Rearrangement Works at Head Office – Level-5 (Islami Banking Division & Offshore Banking Unit) and Level-11 (HR Division & Other Divisions), Police Plaza Concord, Gulshan.

Dear All,

Greetings from Community Bank Bangladesh PLC.!!

Community Bank Bangladesh PLC is the 59<sup>th</sup> Schedule Bank of Bangladesh. For Internal Rearrangement Works at Head Office Level-5 (Islami Banking Division & Offshore Banking Unit) and Level-11 (HR Division & Other Divisions), Police Plaza Concord, Gulshan.

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 **February 17, 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:** Police Plaza Concord (Level-5 & 11, Tower-2), Plot#2, Road#144, Gulshan-1, Dhaka
- 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 submit below mentioned address: Chairman Purchase Committee, General Services Division 12<sup>th</sup> Floor, Community Bank Bangladesh PLC, Police Plaza Concord, Tower-2, Road-144, Plot-02, Gulshan-01, Dhaka by 2.00 PM (Bangladesh Standard Time) **February 17, 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.



**General Services Division  
Head Office, Dhaka**

iii. Must mention the subject line "*RFQ (Request for Quotation) for Internal Rearrangement Works at Head Office – Level-5 (Islami Banking Division & Offshore Banking Unit) and Level-11 (HR Division & Other Divisions), Police Plaza Concord, Gulshan. RFQ: "(CBBL/GSD/RFQ/2026/0016)"* in top of the Envelope.

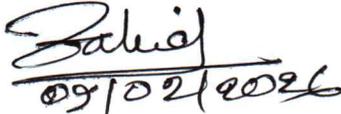
- 10) **Disqualification:** Manipulation or any kind of unusual approach or failure to submit the proposal/ offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.
- 11) **Sample/Presentation of Company Profile:** Bank may ask mock test/ presentation of bidder's 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. **10% of the actual payable bill shall be retained (in case, total work order value is above BDT 50,000.00)** at Head Office for 01 (one) year after completion of the 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

  
09/02/2026

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



Proposed BOQ for Internal Rearrangement Works at Head Office – Level-5 (Islami Banking Division & Offshore Banking Unit) and Level-11 (HR Division & Other Divisions), Police Plaza Concord, Gulshan

	ITEM DESCRIPTION	Total Amount in BDT (including VAT & TAX)
A	A.Partitions, Ceiling & Finishing Works	
B	Electrical Works	
C	Furniture Works	
Total amount (including VAT & AIT)		

In Word:

Name of the Bidder :

Contact Person :

Contact Number :

Seal & Sign:



  
**Md. Shofiqur Rahman**  
Senior Officer  
General Services Division  
Community Bank Bangladesh PLC.



**Proposed BOQ for Internal Rearrangement Works at Head Office – Level-5 (Islami Banking Division & Offshore Banking Unit) and Level-11 (HR Division & Other Divisions), Police Plaza Concord, Gulshan**

SN	ITEM DESCRIPTION	UNIT	Qty	RATE (including VAT & TAX)	AMOUNT (including VAT & TAX)
<b>A.Partitions, Ceiling &amp; Finishing Works</b>					
1	<b>Dismantling &amp; Cleaning Works (Level-11 HRD and Level-5 Head Office – Part Area):</b> Dismantling and removal of existing partitions, ceilings, tables, electrical fixtures, and all related items to convert the existing layout into the proposed layout. Unserviceable materials shall be disposed of by the contractor at their own cost, while serviceable items shall be carefully dismantled, handled, and stored as directed by the Bank Authority. All works shall be carried out in a safe, systematic, and neat manner, strictly to the satisfaction of the Bank Authority.	job	1.00		
2	<b>Plain Gypsum / Partex Board Drop Ceiling:</b> Supply and installation of ½" thick plain Gypsum or Partex board false ceiling, suspended from existing RCC ceiling on 2'-0" x 2'-0" grid framework of C steel sections or 1½" x 2½" seasoned Garjan wood, including anchoring junctions with 12 SWG double ply G.I. wire fixed with plugs, screws, hooks, and nails. Complete with all materials, accessories, scaffoldings, fittings, provisions for lighting, painting, and labor, as per design, drawings, and direction of the Bank Authority.(Level-5 Head Office – Part Area)	sft	150.00		
3	<b>Drop Partition(Up to 12"):</b> Supply and installation of a drop partition from ceiling to top of glass partition, using gypsum board or other approved boards on metal or timber framing, complete and approved by the Bank Authority.(Level-5 Head Office – Part Area)	rft	25.00		
4	<b>FULL HT. GLASS PARTITION:</b> 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 Architect/Authority.(Level-5 Head Office – Part Area)	sft	135.00		
5	<b>TEMPERED GLASS DOOR :</b> 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 7'- 0" or Custom(Level-5 Head Office – Part Area)	pcs	1.00		

**Proposed BOQ for Internal Rearrangement Works at Head Office – Level-5 (Islami Banking Division & Offshore Banking Unit) and Level-11 (HR Division & Other Divisions), Police Plaza Concord, Gulshan**

SN	ITEM DESCRIPTION	UNIT	Qty	RATE (including VAT & TAX)	AMOUNT (including VAT & TAX)
6	<b>8mm Glass Writing Board (Size: 30" x 42"):</b> Supply, fitting, and fixing of 8mm thick clear/colored toughened glass writing board of size 30" x 42", with smooth polished edges, complete with all necessary fittings, stand-offs, screws, and accessories. The board shall be suitable for marker writing, easy to clean, and durable for long-term use. All works shall be executed as per approved design, size, and direction, to the full satisfaction of the Bank Authority. <b>(Board Division)</b>	pcs	1.00		
7	<b>SELF-ADHESIVE FROSTED PAPER WITH INJECT PRINT:</b> Supplying, installing, fitting, and fixing self-adhesive frosted paper on the main entry door and other glass surfaces, including inject-printed frosted film with precision-cut logo. The work shall be executed with a smooth, fine finish, free from bubbles, wrinkles, or defects, complete in all respects, strictly in accordance with the approved design, drawings, and the instructions/directions of the Bank Authority. (Level-5 Head Office – Part Area)	sft	100.00		
8	<b>VENETIAN BLIND [ROLLER]:</b> Supply, fitting, and fixing of imported best-quality roller venetian blinds of approved color, complete with all imported accessories including PVC coupling cord, control chain, bottom weight plate, and all other necessary components. The work shall be executed strictly as per the existing specification, design, and direction, and to the full satisfaction of the Bank Authority. (Same as Existing – Level-5 Head Office, Part Area)	sft	60.00		



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**Proposed BOQ for Internal Rearrangement Works at Head Office – Level-5 (Islami Banking Division & Offshore Banking Unit) and Level-11 (HR Division & Other Divisions), Police Plaza Concord, Gulshan**

SN	ITEM DESCRIPTION	UNIT	Qty	RATE (including VAT & TAX)	AMOUNT (including VAT & TAX)
9	<b>PLASTIC PAINT (Existing Surface):</b> 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	3,000.00		
10	<b>EXISTING FLOOR TILES (HRD Level-11):</b> Supplying, fitting and fixing of homogeneous mirror polish glazed floor tiles of 600 X 600 mm, CHINA Origin on 20 mm thick cement mortar (1:4) base including cutting by electric disk cutter and laying tiles in proper way in/c chipping or dismantling of existing floor if necessary and finishing with care etc., complete in all respect as per design & direction of the Bank authority.	sft	20		
<b>Sub Total</b>					
<b>B. ELECTRICAL WORKS</b>					
1	<b>Reinstallation/Refixing Existing Items (Level-11 HRD and Level-5 Head Office – Part Area):</b> Open & Refixing usable dismantled items (cable,socket,Light etc) after rearrangement as per layout.	job	1.00		
2	<b>LED PANEL LIGHT FITTING :[Energypac or Equivalent, Size: 6"dia (Square/Round)]</b> 12 watt Energypac /Equivalent LED light in/c supply of all necessary consumable materials,compatible to local voltage variation, complete in all respect in/c testing & commissioning, as per design, drawing and direction of Bank Authority.	Nos	10.00		
3	<b>18 W LED PANEL LIGHT: FITTING</b> Foreign made approved type down light shade [reflector] with minimum 18 watt Energypac /philips energy savings LED light in/c supply of all necessary consumable materials, compatible to local voltage variation, complete in all respect in/c testing & commissioning, as per design, drawing and direction of Authority.	Nos	8.00		

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SN	ITEM DESCRIPTION	UNIT	Qty	RATE (including VAT & TAX)	AMOUNT (including VAT & TAX)
4	<b>PVC PIPE/PVC FLEXIBLE PIPE /PVC CHANNEL WORKS</b> Supplying, fitting and fixing of following water grade PVC pipes or PVC channel, RFL/Bengal/Aziz brand with necessary group cutting, bend, joint box, ceiling rose, clamp, fixing materials and other accessories to complete in all respect as per design drawing and direction of Consultant / Bank Authority.				
	a) 3/4" dia PVC Pipe	Rft	200.00		
5	<b>CABLES WORKS [BRB/BBS Brand]</b> Supply and installation of following cables through pre laid PVC pipe/channel with all consumable materials as per design, drawing and direction of Consultant / Bank Authority.				
	a) 1X1.5 re BYA	Rft	400.00		
	b) 1X1.5 rm BYA	Rft	600.00		
	c) 1X2.5 rm BYA	Rft	650.00		
6	<b>ELECTRICAL SOCKET OUTLETS</b> Supplying, fitting and fixing 240V, single phase Legrand (Energytac)/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 Consultant / Bank Authority.				
	a) 3 pin flat 13 amp+switch	Nos	2.00		
	b) 16A Combined /Multi Socket	Nos	2.00		
	c) MK Box (Steel/Plastic)	Nos	8.00		
7	<b>Exhaust Fan:</b> Supply, installation, testing and commissioning of an 12" dia exhaust fan following with the help of necessary wires including all required materials as per the satisfaction of the Bank authority	NOS	2.00		
8	<b>AC Remote Shifting (FAD to HR):</b> Safe removal and reinstallation of air conditioner remote control units, including disconnection, handling, repositioning, wiring reconnection, testing, and ensuring proper operation at the new location.	job	1		
9	<b>Switch Board Shifting (FAD to HR):</b> Dismantling, and reinstallation of the existing switchboard from FAD location to HR location, including proper disconnection and reconnection of all electrical circuits, testing for functionality, and ensuring safety compliance.	job	1		



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SN	ITEM DESCRIPTION	UNIT	Qty	RATE (including VAT & TAX)	AMOUNT (including VAT & TAX)
<b>Sub Total</b>					
<b>C. FURNITURE WORKS</b>					
1	<b>Existing Imported Executive Officer Table with Side Table – Repair &amp; Refitting (Level-5):</b> Supply, fitting, and fixing of new legs, along with repair and refitting of the existing imported table and side table. This includes supply, installation, alignment, and secure fixing of MS legs and all associated fittings and hardware, complete in all respects. <b>(Please inspect the table before performing the cost analysis.)</b>	job	1.00		
2	<b>Executive Officer Table with Side Table(Top 5'x 2.6'):</b> Supply, fitting & fixing of office table and side table made of Partex melamine laminated board, MS Framing complete in all respects as per approved design, drawing, and direction of the Bank Authority.(HRD,Level-11)	set	1		
3	<b>Existing Work Station Table – Opening &amp; Refitting(Level-11 HRD and Level-5 Head Office – Part Area):</b> Opening of existing table tops for 08 work station tables, including cutting, resizing, and refitting of MS frames, and making 06 work station tables complete in all respects. (Existing Layout to Proposed Layout)	job	1.00		
4	<b>Workstation Partition (48" Height):</b> Supply, fabrication, and installation of 32 mm thick imported aluminum profile partitions with integrated single wire trunking, incorporating 5 mm clear tempered glass top panels and fabric bottom panels as per approved sample, including all supports, fittings, delivery, handling, and complete installation.	sft	60		
5	<b>Full/Low Height Cabinet (16" depth) :</b> Supply, fitting, and fixing of full/Low height cabinet constructed with 3/4" (18mm) Partex board of approved colour including all necessary high-quality hardware accessories (hinges, handles, locks, screws, etc.) as per approved design and working drawings.All works shall be completed in all respects including necessary edge banding, finishing, alignment, and cleaning, to the full satisfaction of the Bank Authority.	sft	32		



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**Proposed BOQ for Internal Rearrangement Works at Head Office – Level-5 (Islami Banking Division & Offshore Banking Unit) and Level-11 (HR Division & Other Divisions), Police Plaza Concord, Gulshan**

SN	ITEM DESCRIPTION	UNIT	Qty	RATE (including VAT & TAX)	AMOUNT (including VAT & TAX)
6	<b>Full Height Cabinet with Glass Shutter:</b> Supply, fabrication, fitting & fixing of full height storage cabinet made of Partex melamine laminated board including sides, shelves, partitions and back panel, complete with glass shutter made of 6 mm thick clear/frosted tempered glass fixed in aluminum/wooden frame as approved. All exposed edges finished with PVC edge banding. Complete with all required fittings, hinges, handles, locks, magnetic catch, fasteners and accessories. Finished neatly and installed complete in all respects as per approved design, drawing, and direction of the Bank Authority.(For CMS Room)	sft	32		
7	<b>Full Height Cabinet – Repair:</b> Repair and refitting of existing full height cabinet including adjustment, replacement of damaged components, and all associated hardware, complete in all respects.	Sft	80.00		
<b>Sub Total</b>					
<b>Grand Total</b>					

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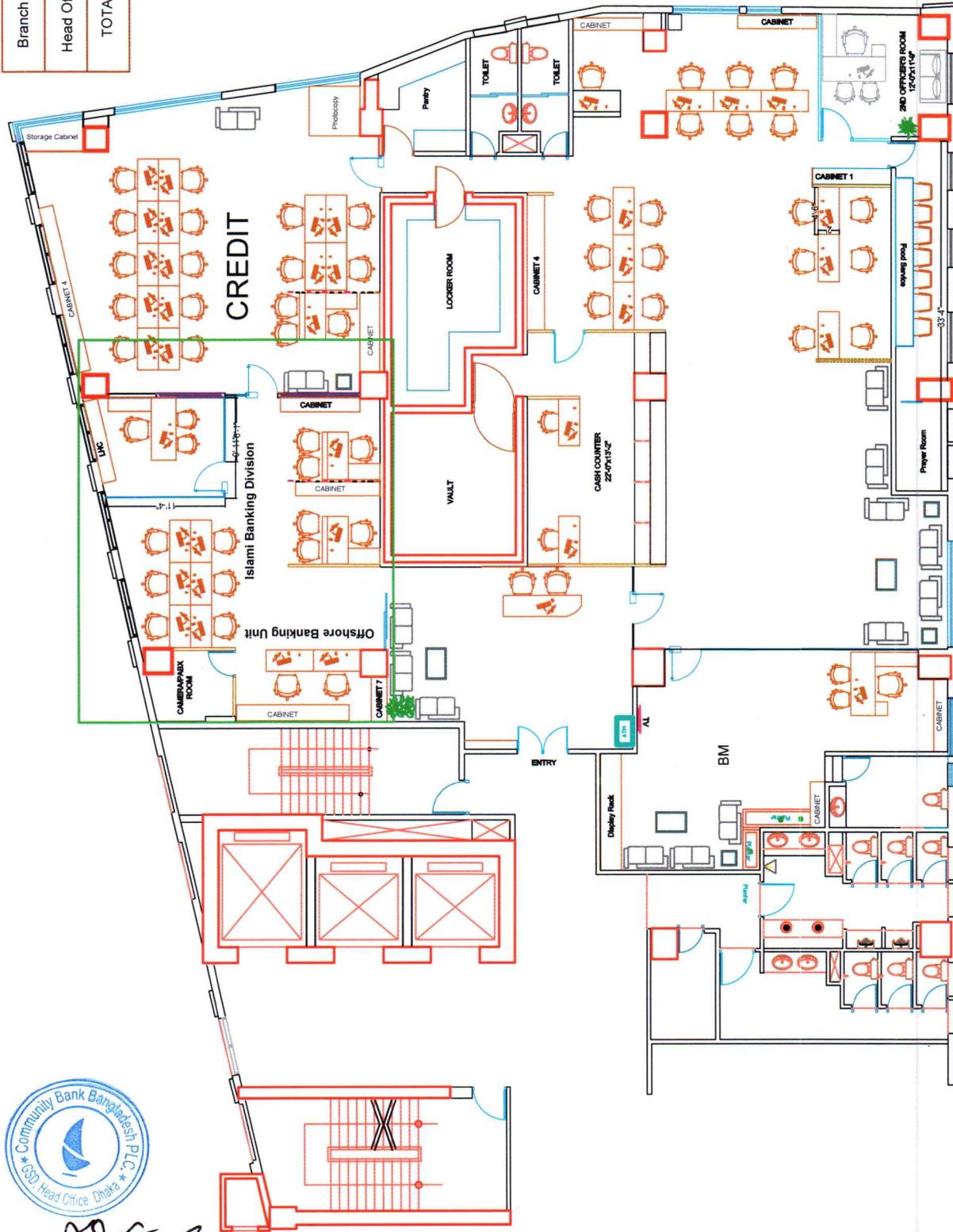


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Branch Area	5800
Head Office	1698
TOTAL	7498



**Proposed**

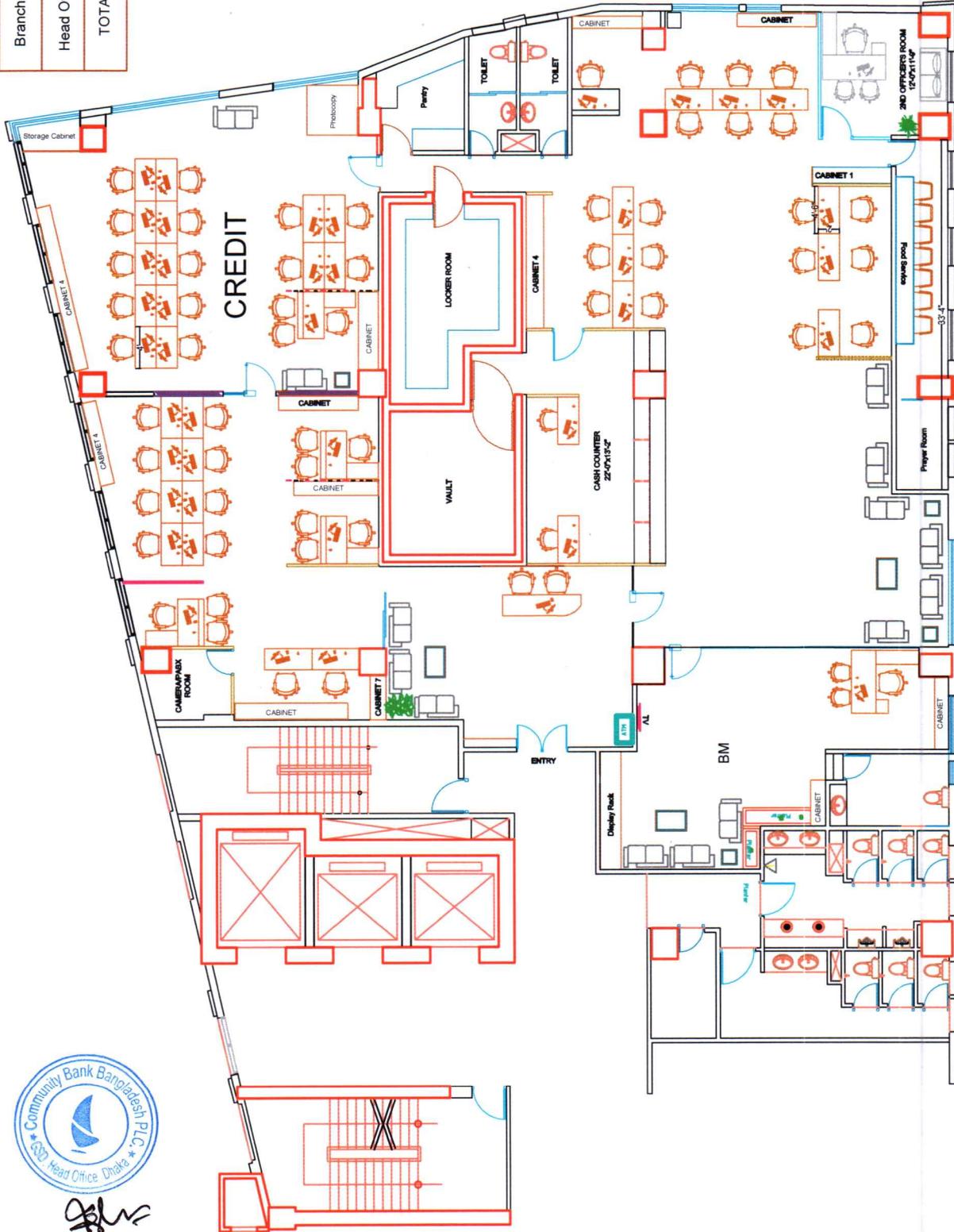
**CORPORATE BRANCH & HEAD OFFICE PART  
FURNITURE LAYOUT PLAN**



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Branch Area	5800
Head Office	1698
TOTAL	7498

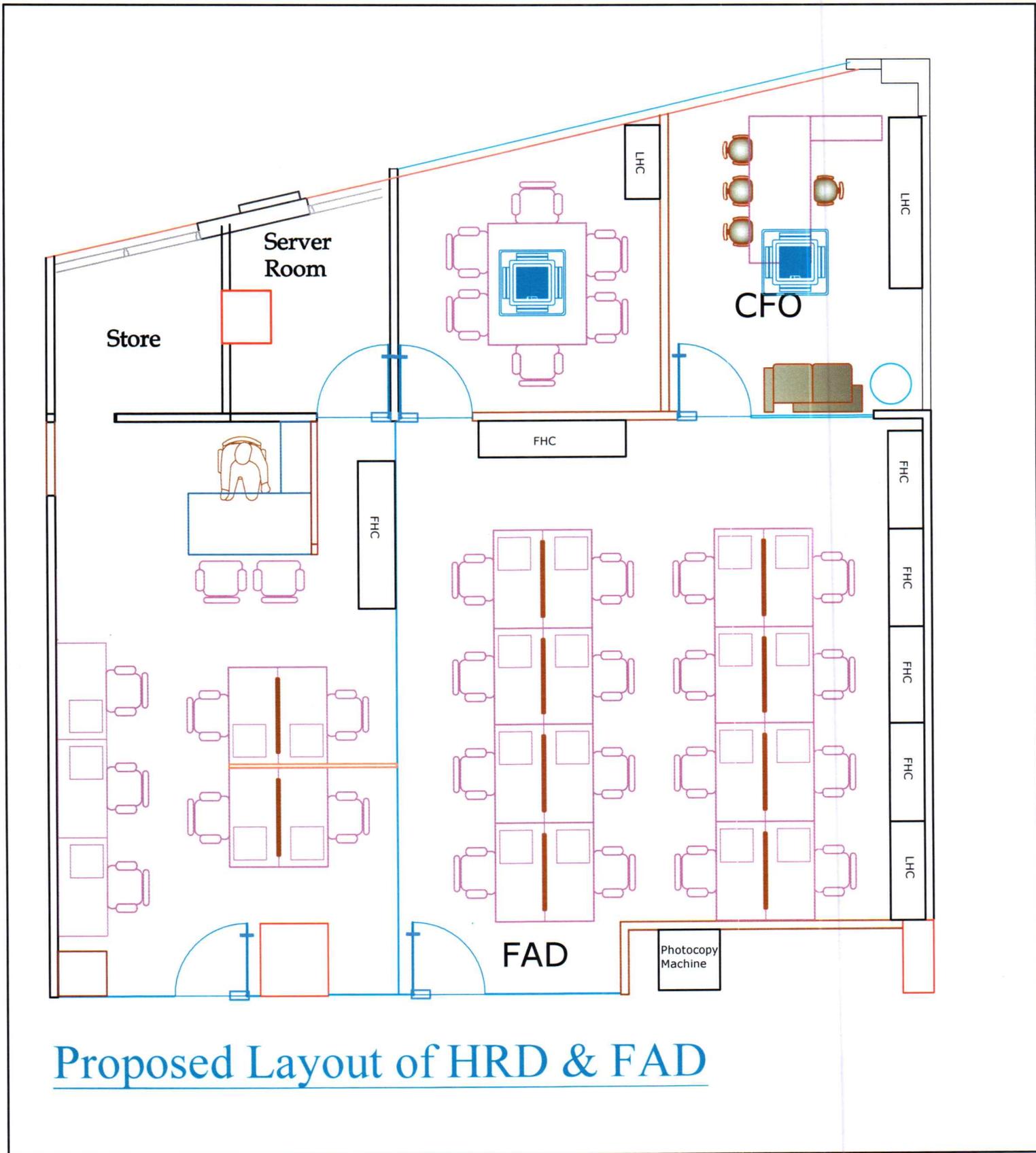


**At Actual**

**CORPORATE BRANCH & HEAD OFFICE PART  
FURNITURE LAYOUT PLAN**



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Proposed Layout of HRD & FAD



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Existing Layout of HRD & FAD



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