

Date: February 23, 2026

Tender Ref: "(CBBL/GSD/RFQ/2026/0018)"

Tender Title: RFQ (Request for Quotation) for Internal Rearrangement Works at ICC Division & Other Repair Maintenance Work at Head Office Level 10 & Level 11 of Police Plaza Concord.

Dear All,

Greetings from Community Bank Bangladesh PLC.!!

Community Bank Bangladesh PLC is the 59th Schedule Bank of Bangladesh. For Internal Rearrangement Works at ICC Division & Other Repair Maintenance Work at Head Office Level 10 & Level 11 of Police Plaza Concord all **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 **March 01, 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 10 & 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 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 2.00 PM (Bangladesh Standard Time) **February 01, 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) for Internal Rearrangement Works at ICC Division & Other Repair Maintenance Work at Head Office Level 10 & Level 11 of Police Plaza Concord.". RFQ: "(CBBL/GSD/RFQ/2026/0018)" in top of the Envelope.





**General Services Division
Head Office, Dhaka**

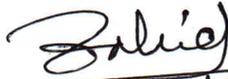
- 10) **Disqualification:** Manipulation or any kind of unusual approach or failure to submit the proposal/ offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.
- 11) **Sample/Presentation of Company Profile:** Bank may ask mock test/ presentation of bidder's 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


23/02/2026
Md. Zahid Ibne Anwar
Head of GSD (Current Charge)
Community Bank Bangladesh PLC.



Internal Rearrangement Works at ICC Division & Other Repair/Maintenance Works
Head Office – Level 10 & Level 11

	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:



[Handwritten Signature]

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Internal Rearrangement Works at ICC Division & Other Repair/Maintenance Works
Head Office – Level 10 & Level 11

SN	ITEM DESCRIPTION	UNIT	Qty	RATE (including VAT & TAX)	AMOUNT (including VAT & TAX)
A.Partitions, Ceiling & Finishing Works					
1	Dismantling & Cleaning Works: Dismantling and removal of existing wooden doors, electrical fixtures, tiles, ceiling, and related items to suit the proposed layout. Unserviceable materials shall be disposed of by the Contractor at his own cost. Serviceable materials shall be carefully dismantled and stored as directed by the Bank Authority. All works shall be carried out safely and neatly to the satisfaction of the Bank Authority.	job	1.00		
2	Door Finishing Works: After dismantling of wooden doors, the Contractor shall carry out necessary finishing works including brickwork, plastering, and making good to match existing finishes, as required at site and to the satisfaction of the Bank Authority.	job	1.00		
3	Plain Gypsum / Partex Board Drop Ceiling: 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.	sft	200.00		
4	WALL PANELING (BY LAMINATED/ MELAMINE BOARD) : Supply, fitting & fixing of Full Height Wall cladding made of (12mm) laminated (StarParticle or Amber Boards) with Approved color/ texture , cladded on tilted wooden frame and 1” Stainless Steel bit 2’ center to center horizontally etc. complete in all respect as per design, drawing and direction of Architect/Authority.	sft	32.00		



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Internal Rearrangement Works at ICC Division & Other Repair/Maintenance Works
Head Office – Level 10 & Level 11

SN	ITEM DESCRIPTION	UNIT	Qty	RATE (including VAT & TAX)	AMOUNT (including VAT & TAX)
5	PLASTIC PAINT (Existing Surface): 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	1,000.00		
6	EXISTING FLOOR TILES : 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		
Sub Total					
B. ELECTRICAL WORKS					
1	18 W LED PANEL LIGHT: FITTING 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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**Internal Rearrangement Works at ICC Division & Other Repair/Maintenance Works
Head Office – Level 10 & Level 11**

SN	ITEM DESCRIPTION	UNIT	Qty	RATE (including VAT & TAX)	AMOUNT (including VAT & TAX)
2	PVC PIPE/PVC FLEXIBLE PIPE /PVC CHANNEL WORKS 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	300.00		
3	CABLES WORKS [BRB/BBS Brand] 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	300.00		
	b) 1X1.5 rm BYA	Rft	600.00		
	c) 1X2.5 rm BYA	Rft	650.00		
	d) 1X2.5 re BYA	Rft	150.00		
	e) 1X4.0 rm BYA	Rft	328.00		
4	ELECTRICAL SOCKET OUTLETS Supplying, fitting and fixing 240V, single phase Legrand (EnergyPac)/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	6.00		
	b) 16A Combined /Multi Socket	Nos	5.00		
	c) 4-Gang Switch	Nos	2.00		
	d) MK Box (Steel/Plastic)	Nos	15.00		
Sub Total					



**Internal Rearrangement Works at ICC Division & Other Repair/Maintenance Works
Head Office – Level 10 & Level 11**

SN	ITEM DESCRIPTION	UNIT	Qty	RATE (including VAT & TAX)	AMOUNT (including VAT & TAX)
C. FURNITURE WORKS					
1	Executive Officer Table with Side Table(Top 5'x 2.6') : 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		
2	Existing Workstation Table – Opening & Refitting :Opening and dismantling of existing workstation tables and refitting/reinstalling them as per proposed layout, including necessary modifications, realignment, hardware adjustments, and completion in all respects.	pcs	2.00		
3	Table Top Built-In Partition : Supply, fabrication, fitting, and fixing of low-height built-in table-top partitions as per the approved design and color scheme. The partitions shall be constructed using high-quality materials and premium hardware, ensuring durability and stability.All work shall be completed in a professional manner to the satisfaction of the Bank Authority, in accordance with the approved design, drawing, and instructions.	pcs	1		
4	Full/Low Height Cabinet (16" depth) : 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.(ICCD & OPS)	sft	60		

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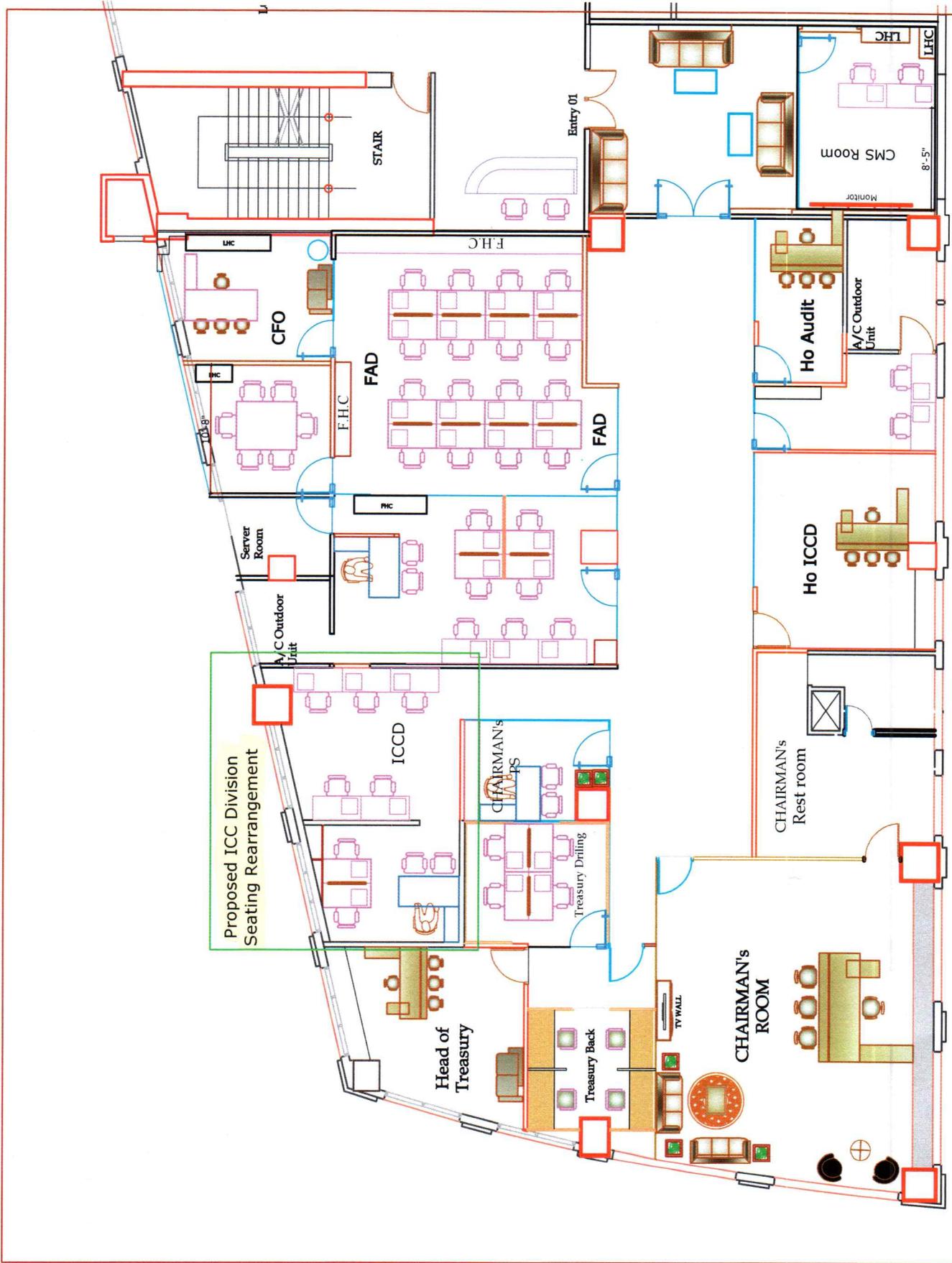


Internal Rearrangement Works at ICC Division & Other Repair/Maintenance Works
Head Office – Level 10 & Level 11

SN	ITEM DESCRIPTION	UNIT	Qty	RATE (including VAT & TAX)	AMOUNT (including VAT & TAX)
5	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.	Nos	5		
6	Mobile Drawer Repair Works: Repair of existing mobile drawer units, including replacement or adjustment of three-part channels, center locking mechanism, and supply and fixing of all necessary hardware (screws, brackets, etc.). Work shall be completed ensuring smooth movement, proper alignment, and secure locking of drawers, all as per the instructions and satisfaction of the Bank authority. (Location: ICT,OPS,CRM)	Nos	10.00		
7	MS Steel Rack – Opening, Shifting & Refitting (HO Level-11 to HO Level-7, Tower-1): Dismantling of existing MS steel rack at HO Level-11, careful shifting/transportation to HO Level-7, Tower-1, and refitting/reinstallation as per required layout, including alignment, necessary adjustments, minor rectifications, and completion in all respects.	Nos	3.00		
Sub Total					
Grand Total					

In Word:





11TH FLOOR PLAN (West Side)

