

Date: March 25, 2026

Tender Reference# **CBBL/GSD/RFQ/2026/0027**

**Tender Title-** RFQ (Request for Quotation) for Consultancy Services for Rearrangement & Renovation, Including Preparation of 2D Layouts, 3D Visualizations, Bill of Quantities (BOQ), and Supervision at Head Office (Level 10 & Level 11)

Dear Sir,

Quotation (BOQ attached herewith) is hereby invited unit rate for Consultancy Services for Rearrangement & Renovation, Including Preparation of 2D Layouts, 3D Visualizations, Bill of Quantities (BOQ), and Supervision at Head Office (Level 10 & Level 11)

You are requested to submit your offer at least two (02) previous hard-copy design concepts of Head Offices for two different financial institutions along with financial proposal in a sealed/closed envelope & a proposed Power Point Presentation (Both soft & Hard Copy) for this job as per below specification **within 2.00 P.M. on April 05,2026** addressing "Chairman, Purchase Committee, Community Bank Bangladesh PLC. (Tender Reference# **CBBL/GSD/RFQ/2026/0027**)

- ✓ No advance will be allowed in this regard.
- ✓ Payment Can be disbursed Partially after completing the design and BOQ.
- ✓ Final payment will be settled after completing the project monitoring and supervision stage.
- ✓ All price/ rate should be inclusive of VAT and Tax which will be deducted from source during payment of final bill.
- ✓ Only relevant vendors shall be allowed to submit their financial offer
- ✓ The Whole design & BOQ must be submitted within 30 calendar days.

**Other terms, conditions and mode of payment will be as under:**

- A. The consultant will engage a qualified engineer or architects at site for supervision during the whole construction period to identify the problems causing any delay and provide suggestions for suitable actions to ensure co-ordination. It will also inform the Bank about the progress of the project at reasonable frequency intervals.
- B. The service must be provided strictly as per the specification, scope of work, and approved proposal. Any deviation or change must be consulted with and approved by the General Services Division, Head Office of the Bank.
- C. The bidder shall submit the financial proposal on official letterhead pad, including VAT & Tax as per the latest Government Circular.
- D. Delivery Place (for submission of proposal and sample concepts): Head Office, Community Bank Bangladesh PLC, Police Plaza Concord, Level-12, Tower-2, Gulshan-1, Dhaka.
- E. The bidder must submit **at least two (02) previous hard-copy design concepts of Head Offices for two different financial institutions** along with financial proposal in a sealed/closed envelope & a proposed Power Point Presentation (Both soft & Hard Copy) for this job.
- F. If the delivered design, layout, concept, or final output does not match the approved concept/specification, the Bank reserves the full right of outright rejection. The selected agency shall revise and resubmit the work at their own cost within the timeframe mutually agreed upon
- G. In case of deviation from approved quality, specification, timeline, or professional standard, the Bank reserves the right to cancel the Work Order without showing any reason.
- H. In case of any deficiency in the delivered work (including design errors, formatting mistakes, data misplacement, print file error, etc.), the agency shall make necessary rectifications immediately at their own cost upon receiving notification from the Bank.
- I. The bidder must be a regular Tax payer and submit updated Tax documents.



- J. The financial offer shall remain valid for a minimum period of **06 (six) months** from the date of submission.
- K. The quoted price must include all related costs such as concept development, design, layout, graphics, charts, BOQ, revisions, sample presentation, labor charges, delivery cost, and any other associated charges.
- L. The Bank will carry out a detailed evaluation of the proposals based on experience, quality of sample concepts, methodology, compliance, and financial offer.
- M. Considering experience, creativity, quality, and other evaluation factors, Community Bank Bangladesh PLC. is not bound to select the lowest bidder.
- N. The Bank reserves the right to accept or reject any or all quotations at any time prior to award of contract without incurring any liability to the affected bidder(s) or any obligation to disclose the reason thereof.
- O. In case of sub-standard quality service or failure to meet agreed standards, the Bank reserves the right for outright rejection of the work. The agency must correct and resubmit acceptable quality work within **ten (10) days** from the date of rejection at their own cost.
- P. **Project Coordinator: Mr. Md. Shofiqur Rahman, Senior Officer, General Services Division (GSD), HO, Cell- 01744401191,**

***Bidders may submit the following Paper:***

1. Company Profile with relevant experience.
2. Trade License
3. Recent Work order/ Performance Certificate
4. TIN, Bin Copy
5. Other relevant documents.

**Payment:**

- Bill should be submitted along with Work Order (Duplicate Copy) and Delivery Challan.
- All Price should be including all VAT and TAX. Necessary VAT & Tax will be deducted from your bill as per latest Govt. circular.
- Payment will be made after submission the bill only through account with Community Bank Bangladesh PLC. Thus, before final payment you have to open account with our Bank.

***Vendors whose scope of works does not match with the said job need not to submit their offer.***

Regards,



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



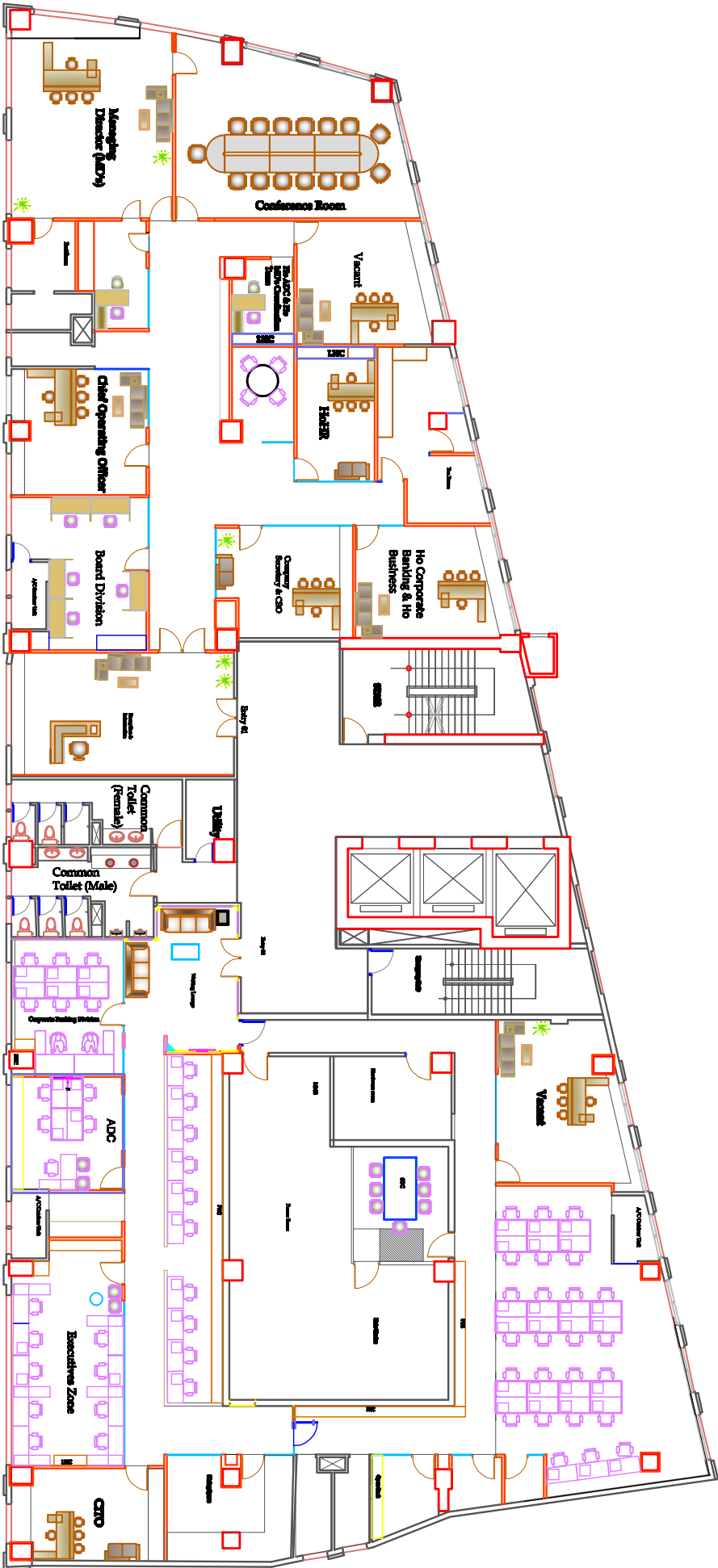
**BOQ for Financial Proposal for Consultancy Services for Rearrangement & Renovation, Including Preparation of 2D Layouts, 3D Visualizations, Bill of Quantities (BOQ), and Supervision at Head Office (Level 10 & Level 11)**

Item	Description	Unit	Quantity	Rate (Including VAT/TAX)	Total Amount
<b>A.Head Office – Level 10 &amp; Level 11 (Per Floor: 13,824 sft)</b>					
1	<b>Preparation of 2D Layout Drawings:</b> Preparation of comprehensive 2D layout drawings based on bank requirements, including space planning, furniture layouts, electrical layout, plumbing layout, AC layout, functional zoning, and circulation flow. The drawings will include all necessary dimensions, annotations, and specifications to ensure clarity for execution and coordination with other services.	Job	2		
2	<b>3D Visualization (As per Requirement):</b> Preparation of high-quality 3D visualizations based on approved 2D layouts, reflecting the intended design concept, including furniture layout, material specifications, color schemes, lighting design, and spatial perspectives, to facilitate clear client understanding and informed decision-making prior to execution.	Job	2		
3	<b>Bill of Quantities (BOQ):</b> Preparation of a comprehensive Bill of Quantities based on approved 2D layouts and design drawings, including itemized descriptions, measurements, quantities, material specifications, and scope of work to ensure accurate cost estimation, budgeting, and efficient project execution. The BOQ shall consider the utilization of existing materials, where feasible, along with the inclusion of new material requirements.	Job	2		
4	<b>Supervision (Floor Wise):</b> Provision of periodic site supervision to ensure that the execution of works is carried out in accordance with approved drawings, design specifications, and quality standards, including coordination with contractors and addressing site-related design issues.	Part	4		
5	<b>Providing Final Design Soft Copy &amp; Hard Copy (Color Print – A3 Pages):</b>				
a.	<b>2D Layout Drawings per Floor – 3 Sets:</b> Providing comprehensive 2D layout drawings (soft copy on portable USB Device & hard copy printed on A3 Pages), including furniture layout, electrical diagrams, AC (HVAC) layout, plumbing layout, and all necessary working drawings required for execution.	job	2		
b.	<b>3D Visualization per Floor (Images as per Requirement) – 3 Sets:</b> Providing high-quality 3D visualizations (images printed on A3 Pages and video on portable USB Device) based on approved design concepts, including materials, lighting, and furniture, to effectively represent the final design intent.	Job	2		
<b>Total Amount (Including VAT/TAX)</b>					

**In Word:**

Name of the Bidder :  
 Contact Person :  
 Contact Number :





**10TH FLOOR PLAN (West Side)**

**10TH FLOOR PLAN (East Side)**

