

Date: April 27, 2026

Tender Ref: "CBBL/GSD/RFQ/2026/0032"

Tender Title: RFQ (Request for Quotation) for Supply, Installation & Rearrangement Works at Gulshan Branch, Police Staff College Convention Hall ATM Booth, and Officers' Mess Ramna ATM Booth

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 **May 3, 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:** Gulshan Branch, Police Staff College ATM Booth, and Officers' Mess Ramna ATM Booth
- 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) **May 3, 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 Supply, Installation & Rearrangement Works at Gulshan Branch, Police Staff College ATM Booth, and Officers' Mess Ramna ATM Booth RFQ: "(CBBL/GSD/RFQ/2026/0032)" 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.



General Services Division
Head Office, Dhaka

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



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



**Proposed BOQ for Supply, Installation & Rearrangement Works at
Gulshan Branch, Police Staff College ATM Booth, and Officers' Mess, Ramna ATM Booth**

SL NO	Item Description	Total Amount
A	Furniture Supply & Rearrangement Works at Gulshan Branch	
B	Furniture Supply at Police staff College Convention Hall ATM	
C	Furniture Supply for ATM Booth at Officers' Mess, Ramna.	
Total amount (including VAT & TAX)		

In Word:

Name of the Bidder :

Contact Person :

Contact Number :

Seal & Sign:



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Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
A	Furniture Supply & Rearrangement Works at Gulshan Branch				
1	<p>Running Officer Table (Size-13'-6" x2'-6"):Supply, fitting, and fixing of a running officer table constructed with 25mm thick melamine-faced particle (Partex) board in approved color and finish. Each table top unit shall be of size 4'-6" x 2'-6", forming a continuous 13'-6" long table.The table shall be provided with a front modesty panel and supported by MS framing of section 3" x 1.5", including intermediate supports within the 13'-6" length, as per approved design.</p> <p>The table shall include a keyboard tray, stainless steel (SS) cable cap, and all necessary high-quality hardware fittings and accessories.</p> <p>The work shall be completed in all respects in accordance with the approved design, drawings, and directions of the Bank Authority.</p>	rft	13.5		
2	<p>Running Officer Table (Size-8'-0" x2'-6"):Supply, fitting, and fixing of a running officer table constructed with 25mm thick melamine-faced particle (Partex) board in approved color and finish. The table top size shall be 8'-0" x 2'-6".The table shall be provided with a front modesty panel and supported by MS framing of section 3" x 1.5", including necessary intermediate supports within the 8'-0" length, as per approved design.The table shall include a keyboard tray, stainless steel (SS) cable cap, and all necessary high-quality hardware fittings and accessories.The work shall be completed in all respects in accordance with the approved design, drawings, and directions of the Bank Authority.</p>	rft	8		
3	<p>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.</p>	sft	40		
4	<p>Coffee Corner Set- HATIL – Fairmont-117 and Danville-104 (4 Chair and 1 Table with 1 NTM Glass):Supply, fitting, and placement of a complete coffee corner set comprising 01 (one) center table and 04 (four) chairs of Hatil model Fairmont-117 (Chair) and Danville-104 (Table).The item shall include all necessary accessories, fittings, and finishing, and shall be placed in position as directed by the Bank Authority.</p>	set	1		

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Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
5	Electrical Items, Furniture, Fabric Partition Rearrangement & Cleaning: Providing labor, tools, and necessary equipment for checking, dismantling, refitting, and minor repair of electrical fixtures, including switchboards, sockets, and associated wiring adjustments. The work shall also include safe shifting, rearranging, and repositioning of furniture, cabinets, tables, chairs, and modular units, including fabric partitions, within the premises as required. Additionally, the scope includes complete cleaning works comprising sweeping, dusting, wiping, vacuuming, and removal of all debris and waste materials generated during the execution of the work.	job	1		
6	2.5 RM Cable: Supply and laying of 2.5 RM (mm ²) PVC insulated copper cable of approved brand. The work shall include proper laying in conduits/trays/surface as required, with necessary fixing, termination, testing, and commissioning complete in all respects as per site requirement and direction of the Engineer-in-Charge.	rft	300		
7	1.5 Re Cable: Supply and laying of 1.5 RE (mm ²) PVC insulated copper cable of approved brand. The work shall include proper laying in conduits/trays/surface as required, with necessary fixing, termination, testing, and commissioning complete in all respects as per site requirement and direction of the Engineer-in-Charge.	rft	150		
8	Multi Socket: Supply and installation of multi-socket electrical outlet of approved brand and quality, suitable for 240V, complete with modular plate, back box, internal wiring, connectors, and all necessary accessories. The work shall include proper fixing on wall/furniture surface, connection with existing wiring system, testing, and commissioning complete in all respects as per site requirement and direction of the Engineer-in-Charge.	pcs	5		
9	MK Box: Supply and installation of MK (Modular) box for mounting modular switches, sockets, and accessories.	pcs	10		
10	1" Flexible Pipe: Supply and installation all complete.	rft	30		
				Sub-Total Tk.	
B	Furniture Supply at Police staff College Convention Hall ATM				
1	OFFICER TABLE: Supply, fitting & fixing of partex board made top 25mm thick top Melamine partex board & Approved colour (Size: Table- 4'-0" x 2'-6") with in front perforated ms modesty, Sported by MS Framing with Key board tray and best quality hardware materials etc. complete in all respect as per design, drawing and direction of Architect/Authority.	nos	1.00		

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Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
2	Mobile Drawers: Supply, Fitting, and Fixing of Mobile Drawer Units made from MFC *Drawer Configuration: 2 personal drawers,1 deep file drawer designed to accommodate standard suspension files. All drawers are key lockable for security .Dimensions: Height: 690mm (including castors) Width: 465mm Depth: 447mm	nos	1.00		
3	OFFICER CHAIR: Supply, fitting and fixing of imported High Back Cluster wheel, With Arm Rest, Head rest, Fabric / PU upholstery, Mesh Back, Back adjustable, height adjustable , Caster Mounted (Revolving), Approved Color, Durable Upholstery, as per design & direction of Architect.[Sample should be subject to approval]	nos	1		
4	OFFICER VISITOR CHAIR: Supply, fitting and fixing of imported High Back Cluster wheel, With Arm Rest, Head rest, Fabric / PU upholstery, Mesh Back, Back adjustable, height adjustable , Caster Mounted (Revolving), Approved Color, Durable Upholstery, as per design & direction of Architect.[Sample	nos	2		
5	Guard Tool: Supply of guard tool SS Structure with rexin	nos	1		
6	Oval Shape Glass Partition Including Frosted Paper: Supply, fitting, and fixing of 10mm thick oval-shaped toughened glass partition, including all necessary accessories such as U-channel, stainless steel (SS) hanging box with brackets, and other required fittings. The work shall be completed in all respects as per approved design, drawings, instructions of the Engineer/Bank Authority, and to their full satisfaction.	sft	30		
7	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	15.00		
8	OFFICER TABLE SHIFTING: Dismantling, handling, loading, transporting, unloading, and re-installation of officer tables from Gulshan Branch/Head Office to Police Staff College Convention Hall ATM Booth.	job	1.00		
Sub-Total Tk.					
C. Furniture Supply for ATM Booth at Officers' Mess, Eskaton Garden Road, Ramna					
1	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	15.00		
Sub-Total Tk.					
Grand Total Tk.					

Reference Picture

1. Officer Table:



2. Officer Chair & Visitor Chair, Guard Tool



3. Coffee Corner Table: HATIL Furniture



4. Mobile Drawer



A handwritten signature in black ink, located in the bottom left corner of the page.

A handwritten signature in black ink, located in the bottom right corner of the page, overlapping the bank logo.