

General Services Division
Head Office, Dhaka

Date: July 21, 2026

Tender Title: "RFQ (Request for Quotation) for Repair & Maintenance Works at Mill Barrack ATM, Command & Control ATM, ATU ATM & Demra ATM Booths.

Tender Ref: "CBBL/GSD/RFQ/2026/0056"

Dear All,

Greetings from Community Bank Bangladesh PLC.!!

Community Bank Bangladesh PLC is the 59th Schedule Bank of Bangladesh. For Repair & Maintenance Works at Mill Barrack, Command & Control ATM, ATU ATM & Demra ATM Booths. BOQ, lay-out (proposed) 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 12.00 P.M. on July 27, 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.**

TENDER SUMMARY

1	Tender Reference No	CBBL/GSD/RFQ/2026/0056
2	Date Of Tender Document	21.07.2026
3	Last Date for Submission Of Tender	27.07.2026 at 12.00 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:

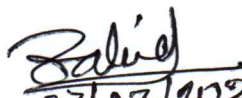
- 1) **Financial Offer/Price/Quotation:** The quoted price should include applicable VAT & TAX. The rate shall be as per Government circular. The bidder shall have to submit the price in their Company Pad and Envelope.
- 2) **Work Location/Delivery Place:** 1. Mill Barrack ATM, (Gendaria, Dhaka) Command & Control ATM (Gulistan, Dhaka) , ATU ATM (Purbachal, Dhaka) & Demra ATM Booths(Demra, Dhaka).
- 3) **Time Of Completion** : As per Bank Notification, Maximum 15 [Fifteen] Working 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 02 (two) schedule Banks which must be executed by the contractor. 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) **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 Repair & Maintenance Works at Mill Barrack ATM, Command & Control ATM, ATU ATM & Demra ATM Booths. RFQ: "CBBL/GSD/RFQ/2026/0056" in top of the Envelope.
- 10) **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).
- 11) **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.
- 12) **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).
- 13) 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


22/07/2026

Md. Zahid Ibne Anwar
Head of General Services Division
Community Bank Bangladesh PLC.

Proposed BOQ for Supply, Repair & Maintenance Works at Mill Barrack ATM, Command & Control ATM, ATU ATM, and Demra ATM Booths

SL NO	Item Description	Total Amount
A	Repair and Maintenance Works at Mill Barrack	
B	Repair and Maintenance Works at Command & Control ATM Booth.	
C	Repair and Maintenance Works at ATU ATM Booth, Purbachal	
D	Repair and Maintenance Works at Demra Police Line ATM Booth	
Total amount (including VAT & TAX)		

In Word:

Name of the Bidder :

Contact Person :

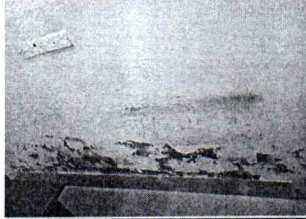
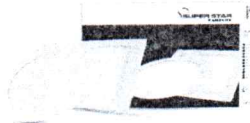
Contact Number :

Seal & Sign:



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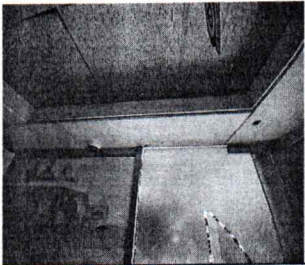
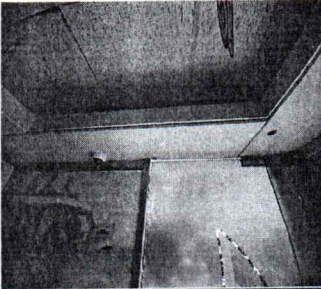
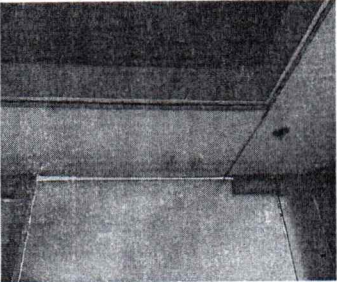
Proposed BOQ for Supply, Repair & Maintenance Works at Mill Barrack ATM, Command & Control ATM, ATU ATM, and Demra ATM Booths

Item	Description		Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
A	Repair and Maintenance Works at Mill Barrack					
1	Rearrangement & Cleaning Works: Existing furniture rearrangement, ATM machine shifting, floor cleaning, and existing electric item rearrangement, Ac water line rearrangement, including all necessary labor and incidental works, complete as directed by the Bank Authority.		Job	1.00		
2	5mm PVC Board Pasting: Supply, fitting, and fixing of 5mm thick PVC board on the existing surface using approved adhesive, including cutting, edge finishing, necessary accessories, and all incidental works, complete in all respects as directed and approved by the Bank Authority.		sft	100.00		
3	Plastic Paint: Supply, delivery, surface preparation, and application of approved quality plastic paint on walls and ceilings, including all necessary materials, tools, scaffolding, polythene protection, labor, and finishing works, complete as directed by the Bank Authority.		Sft	332.00		
4	13A 3-Pin Socket (Legrand): Supply, fitting, fixing, testing, and commissioning of 13A 3-pin Legrand socket, including MK box & all necessary wiring, fittings, accessories, and connections, complete as directed by the Bank Authority.		pcs	8.00		
5	12W LED Panel Light (Super Star): Supply, installation, testing, and commissioning of approved quality 12W LED panel light, including all necessary fittings, wiring connections, accessories, and incidental works, complete as directed by the Bank Authority.		pcs	4.00		
6	2.5 RM Cable: Supply, delivery, laying, installation, testing, and commissioning of 2.5 RM cable, including PVC conduit, all necessary fittings, accessories, and termination works, complete in all respects as directed by the Bank Authority.		rft	200.00		
7	1.5 RM Cable: Supply, delivery, laying, installation, testing, and commissioning of 1.5 RM cable, including PVC conduit, all necessary fittings, accessories, and termination works, complete in all respects as directed by the Bank Authority.		rft	100.00		

Proposed BOQ for Supply, Repair & Maintenance Works at Mill Barrack ATM, Command & Control ATM, ATU ATM, and Demra ATM Booths

Item	Description		Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
8	Mobile Drawer Repair: Supply and installation of front shutter, lock, telescopic channels, handle, and other necessary fittings/accessories for repairing the existing mobile drawer, complete as directed by the Bank Authority.		pcs	2.00		
9	6'-0" x 7'-0" Full Height Cabinet Re-sizing & Repair (Width: 6'-0" to 5'-0"): Supply of all necessary materials and carry out re-sizing of the existing full-height cabinet by reducing the width from 6'-0" to 5'-0", including modification of the front shutters (pallah), replacement of concealed hinges, adjustment of internal shelves as required, providing perforated ventilation holes for UPS storage, replacement of damaged boards where necessary, and all required hardware, fittings, edge banding, fixing, finishing, and incidental works, complete in all respects as directed and approved by the Bank Authority.		Job	1.00		
10	Visitor Chair (Imported / Well-established Local Manufacture or Approved Equivalent): Supply, fitting, and placing Low Back Cluster-Type Visitor Chair with fixed leg design, non-swiveling caster-mounted base, integrated armrests, breathable imported quality mesh back, adjustable tilt/tension reclining mechanism, adjustable seat height, fabric/PU leather upholstered seat, strong powder-coated metal or SS frame/base, approved color selection, complete with all necessary fittings and accessories as per approved sample and direction of Bank Authority.		pcs	1.00		
11	Oval-Shaped Toughened Glass Partition with Frosted Film: Supply, fitting, and fixing of 10mm thick oval-shaped toughened glass partition with frosted film, including aluminium U-channel, SS hanging box, brackets, and all necessary fittings and accessories, complete as per the approved design and the direction of the Bank Authority.		sft	24.00		
12	Materials Shifting Works: Shifting of one (1) set 1.5 Ton Split AC (indoor & outdoor units), one (1) Officer Table, Mobile Drawer, Visitor Chair(s), and other miscellaneous items, if required, from Mill Barrack ATM Booth to Head Office (Level-12), including loading, transportation, unloading, handling, placement, and all incidental works, complete in all respects as directed and approved by the Bank Authority.		Job	1.00		

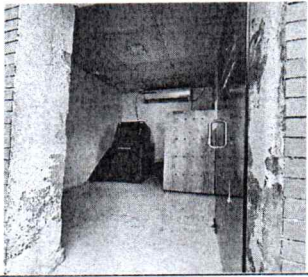
Proposed BOQ for Supply, Repair & Maintenance Works at Mill Barrack ATM, Command & Control ATM, ATU ATM, and Demra ATM Booths

Item	Description		Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
Sub-Total Tk.						
B	Repair and Maintenance Works at Command & Control ATM Booth.					
1	Plaster Dismantling & New Plaster Work: Carefully dismantling and removing loose, damaged, or defective existing plaster from walls, preparing the surface, and providing new cement-sand plaster of matching thickness with proper curing, including all necessary materials, labor, scaffolding, disposal of debris, finishing, and incidental works, complete in all respects as directed and approved by the Bank Authority.		sft	100.00		
2	Glass Partition Repair with Aluminum Frame: Repair of the existing glass partition, including replacement of approximately 7 Rft of damaged 2" x 2" aluminum frame/box section, dismantling and refixing of glass panels, alignment, installation of necessary fittings, sealant application, finishing, and all incidental works, complete in all respects as directed and approved by the Bank Authority.		sft	32.00		
3	Tempered Glass Door Repair with Door Closer: Repair of the existing tempered glass door, including servicing and adjustment of the door closer, replacement of damaged hardware and accessories where necessary, alignment of the glass door, tightening of fittings, sealant application, functional testing, and all incidental works, complete in all respects as directed and approved by the Bank Authority.		Nos	1.00		
4	Oval-Shaped Toughened Glass Partition with Frosted Film: Supply, fitting, and fixing of 10mm thick oval-shaped toughened glass partition with frosted film, including aluminium U-channel, SS hanging box, brackets, and all necessary fittings and accessories, complete as per the approved design and the direction of the Bank Authority.		sft	28.00		
5	Plain Board Ceiling Repair with Paint Finish: Repair of the existing plain board ceiling, including replacement of damaged board portions where necessary, treatment of joints, surface preparation, putty work, primer, and plastic paint finish, including all necessary materials, fittings, scaffolding, and incidental works, complete in all respects as directed and approved by the Bank Authority.		sft	100.00		

Proposed BOQ for Supply, Repair & Maintenance Works at Mill Barrack ATM, Command & Control ATM, ATU ATM, and Demra ATM Booths

Item	Description		Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
6	Plastic Paint on Wall: Surface preparation by scraping, cleaning, crack filling, putty work, sanding, primer coat, and application of approved quality plastic paint (minimum two finish coats) on walls, including all necessary materials, labor, tools, scaffolding, and incidental works, complete in all respects as directed and approved by the Bank Authority.		sft	150.00		
7	12W LED Panel Light (Super Star) Supply, installation, testing, and commissioning of 12W recessed/surface-mounted LED Panel Light (round/square as approved), complete with LED driver, all necessary mounting accessories, wiring connections, testing, and commissioning, complete in all respects as directed and approved by the Bank Authority.		pcs	3.00		
8	Officer Table with Mobile Drawer Repair: Supply of all necessary materials and repair of the existing officer table with mobile drawer, including replacement of the mobile drawer top board , central lock, telescopic drawer channels, handles, damaged boards where necessary, hardware, and other required fittings/accessories, including fixing, alignment, edge banding, finishing, and all incidental works, complete in all respects as directed and approved by the Bank Authority.		pcs	1.00		
9	Officer Chair (Imported / Well-established Local Manufacture or Approved Equivalent): Supply, fitting, and placing Mid to High Back Executive Chair with Armrests, SS 5-Star Base with smooth caster wheels, revolving/swivel 360° mobility, premium imported mesh back, high-density foam cushion seat with fabric upholstery, pneumatic height adjustment (gas lift), tilt/recline mechanism, black color, complete with all necessary fittings and accessories as per approved model and direction of Bank Authority.		pcs	1.00		

Proposed BOQ for Supply, Repair & Maintenance Works at Mill Barrack ATM, Command & Control ATM, ATU ATM, and Demra ATM Booths

Item	Description		Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
10	Visitor Chair (Imported / Well-established Local Manufacture or Approved Equivalent): Supply, fitting, and placing Low Back Cluster-Type Visitor Chair with fixed leg design, non-swiveling caster-mounted base, integrated armrests, breathable imported quality mesh back, adjustable tilt/tension reclining mechanism, adjustable seat height, fabric/PU leather upholstered seat, strong powder-coated metal or SS frame/base, approved color selection, complete with all necessary fittings and accessories as per approved sample and direction of Bank Authority.		pcs	2.00		
Sub-Total Tk.						
C	Repair and Maintenance Works at ATU ATM Booth, Purbachal					
1	Plaster Dismantling & New Plaster Work (Inside Wall & Door Side): Dismantling of damaged existing plaster from internal wall and door side surfaces, removal of debris, surface preparation, application of new cement-sand plaster with proper leveling, finishing, curing, and smooth surface preparation complete in all respects as directed and approved by the Bank Authority.		sft	60.00		
2	Tempered Glass Door Repair with Door Closer: Repair of the existing tempered glass door, including servicing and adjustment of the door closer, replacement of damaged hardware and accessories where necessary, alignment of the glass door, tightening of fittings, sealant application, functional testing, and all incidental works, complete in all respects as directed and approved by the Bank Authority.		Nos	1.00		
3	Plastic Paint: Supply, delivery, surface preparation, and application of approved quality plastic paint on walls and ceilings, including all necessary materials, tools, scaffolding, polythene protection, labor, and finishing works, complete as directed by the Bank Authority.		Sft	200.00		
Sub-Total Tk.						
D	Repair and Maintenance Works at Demra Police Line ATM Booth					

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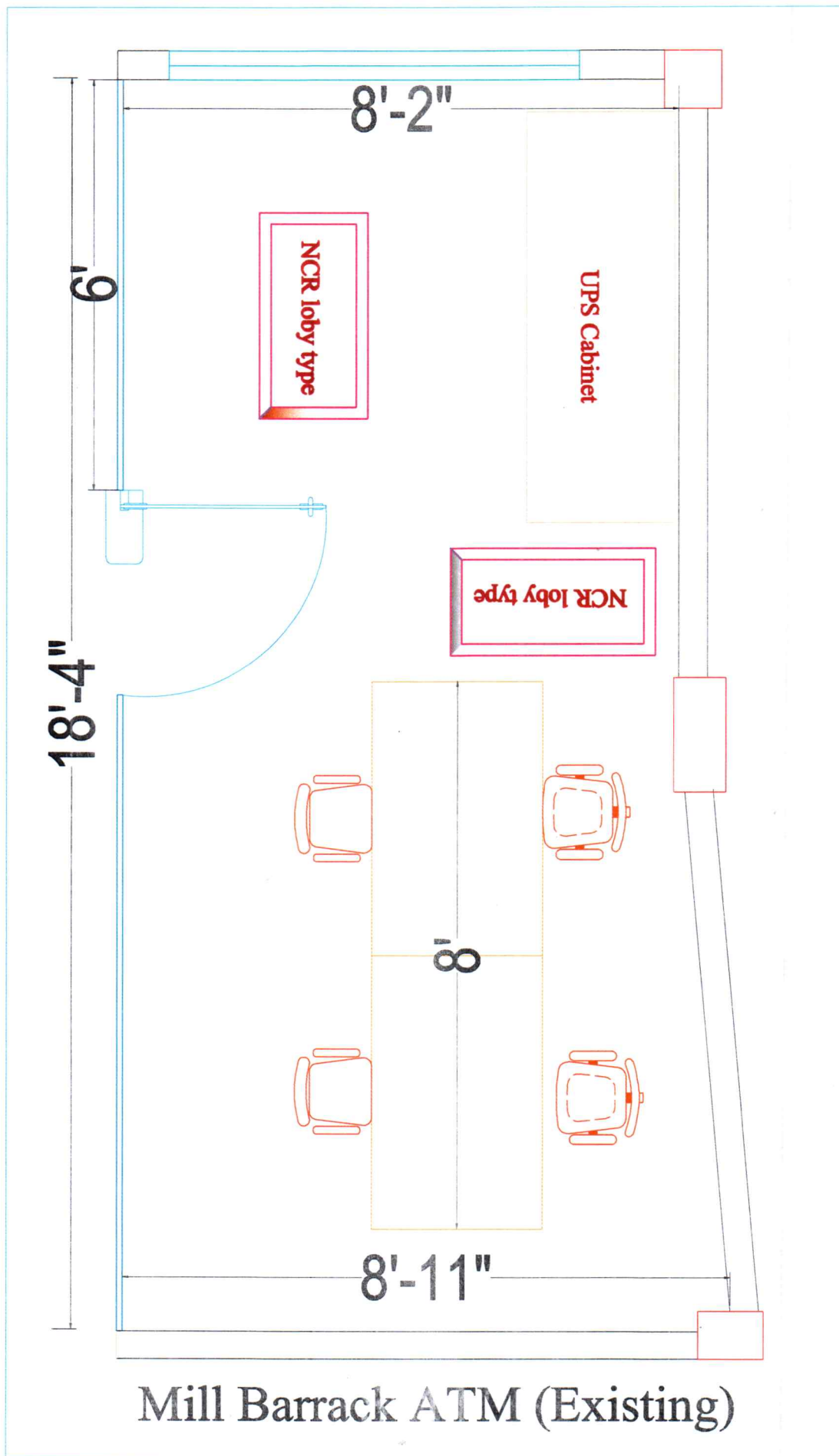
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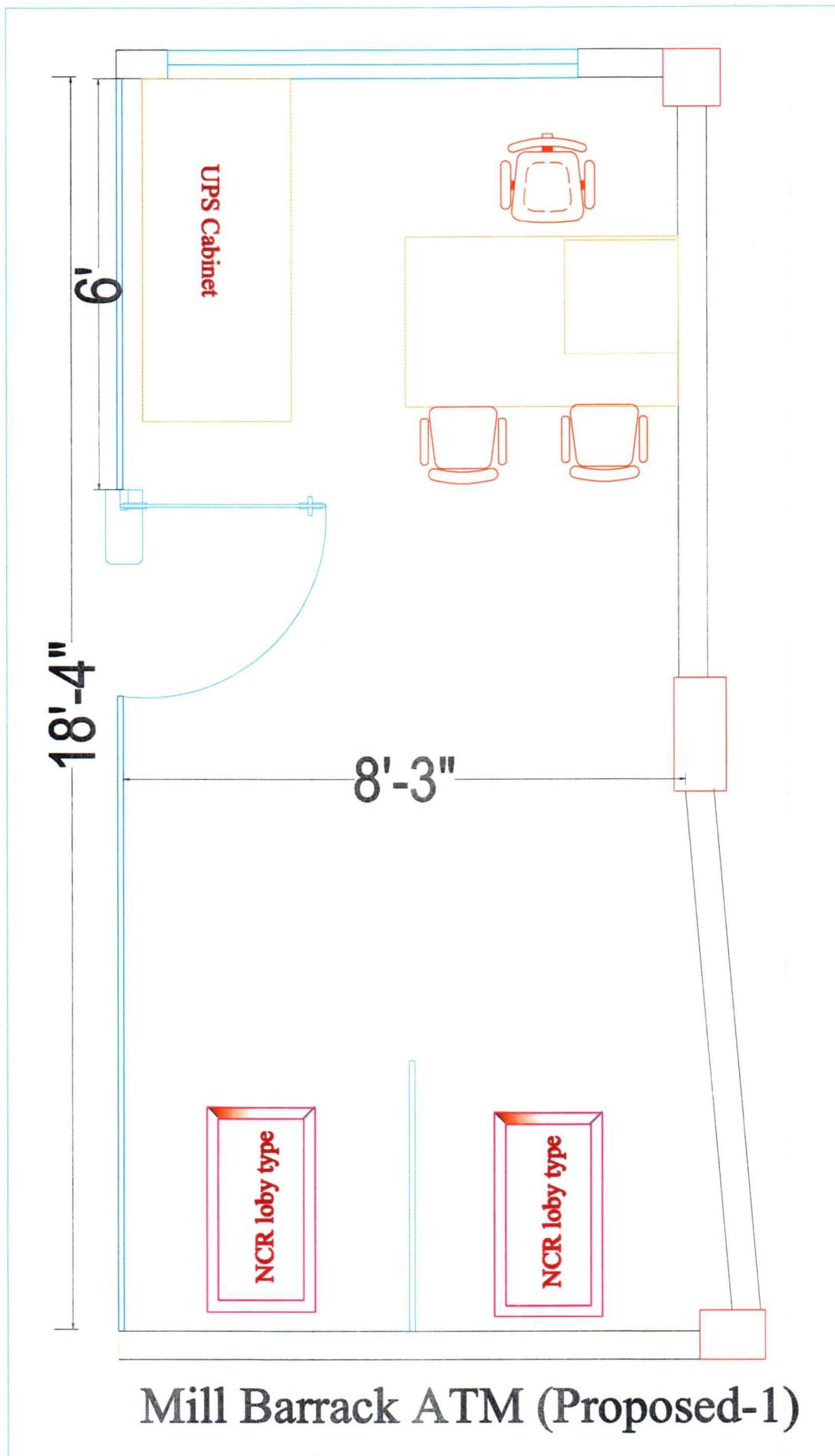
Item	Description		Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
1	10 MM Glass Partition: Supply, installation, and fixing of 10 mm thick toughened glass partition with required aluminium/SS frame, fittings, accessories, edge polishing, silicon sealant, support brackets, and necessary hardware. Complete alignment, leveling, finishing, and installation as per approved design, sample, and direction of the Bank Authority.		sft	7.00		
2	Furniture Shifting Works: Shifting of one (1) Officer Table, one (1) Mobile Drawer, Two (2) Officer Chairs, and other miscellaneous furniture/items, if required, from Head Office (Level-12) to Demra ATM Booth, including repair (if required), loading, transportation, unloading, carrying, placement, re-arrangement, and all necessary handling, minor fittings, adjustments, and incidental works, complete in all respects as directed and approved by the Bank Authority.		job	1.00		
	Sub-Total Tk.					
	Grand Total Tk.					



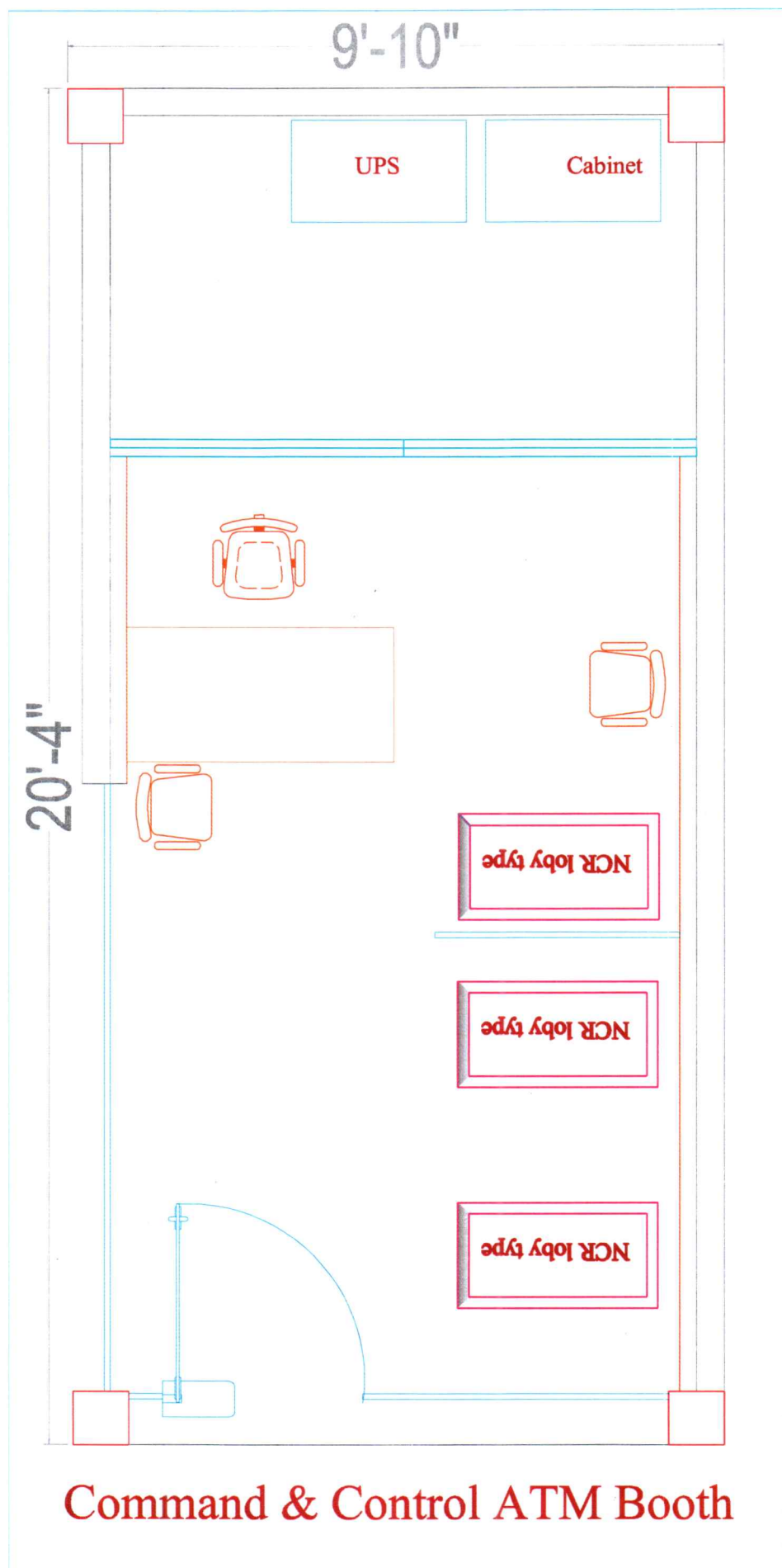
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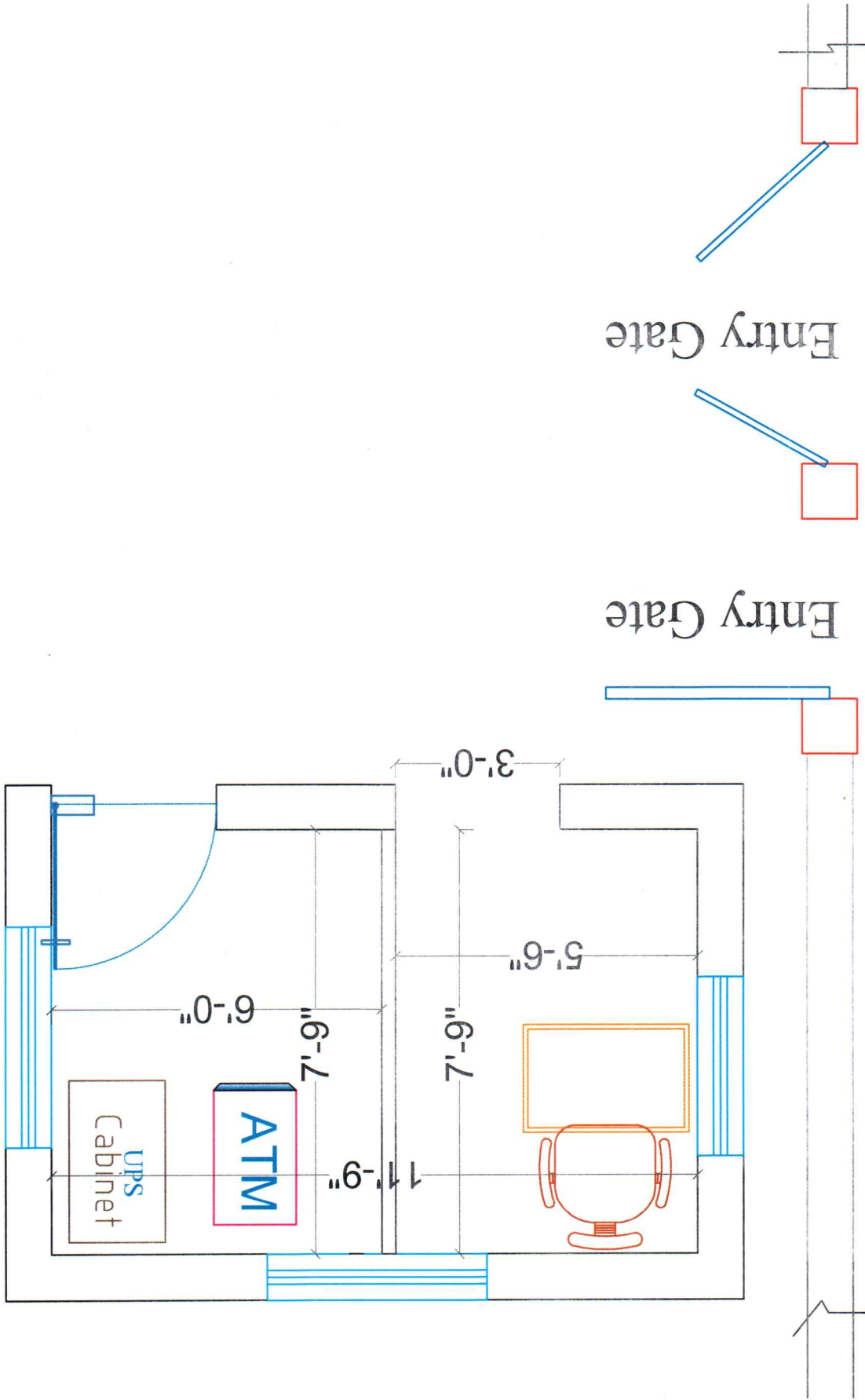
Mill Barrack ATM (Proposed-1)



ATU ATM Booth



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MAIN ROAD

MAIN ENTRY

Gurd Room

VER

8'-7"

8'-7"

ATM

Online
UPI, Remitter,
Switch

Demra Police Line ATM

