Community Bank
• Trust • Security • Progress

General Services Division
Head Office, Dhaka

Date: October 15, 2026

Tender Title: "RFQ (Request for Quotation) for Repair & Maintenance Works at Shirumia ATM Booth Rajarbag, Golapbag ATM Booth Saidabad, RRF ATM Booth, Barishal District Police Line ATM Booth, Pirojpur Police Line ATM Booth, Barguna Police Line ATM Booth & Bhola Police Line ATM Booth.

Tender Ref: CBBL/GSD/RFQ/2026/0081

Dear All,
Greetings from Community Bank Bangladesh PLC.!!
Community Bank Bangladesh PLC is the 59th Schedule Bank of Bangladesh. For Repair & Maintenance Works at Different ATM Booths & Service Desks. BOQ is 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.**
- ✓ **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 October 26, 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/2026/0081
2	Date Of Tender Document	**October 15, 2026**
3	Last Date for Submission Of Tender	**October 26, 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:** As per Location in BOQ.
3) **Time Of Completion** : As per Bank Notification.
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 which must be executed by the contractor.
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 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.

Community Bank Bangladesh PLC. GSD, Head Office, Dhaka

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 Different ATM Booths & Service Desks." *RFQ Reference:* CBBL/GSD/RFQ/2026/0081 in top of the Envelope.
10) **Quotation Validity:** Offer validity period shall be at least for 06 (six) 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

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

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Proposed BOQ for Repair & Maintenance Works at Different ATM Booths & Service Desks

SL NO	Item Description	Total Amount (Including VAT & TAX)
A	Repair & Maintenance Works at Shirumia ATM Booth, Rajarbag, Dhaka	
B	Repair & Maintenance Works at Golapbag ATM Booth, Saidabad, Dhaka	
C	Repair and Maintenance Works at RRF ATM Booth, Barishal	
D	Repair and Maintenance Works at Barishal District Police Line ATM Booth	
E	BOQ for Repair and Maintenance Works at Pirojpur Police Line ATM Booth	
F	Repair and Maintenance Works at Barguna Police Line ATM Booth	
G	Repair and Maintenance Works at Bhola Police Line ATM Booth	
Total amount (Including VAT & TAX)		

In Word:

Name of the Bidder :

Contact Person :

Seal & Sign:

Community Bank Bangladesh PLC. GSD Head Office, Dhaka

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Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
A	**Repair and Maintenance Works at Shirumia ATM Booth,Rajarbag,Dhaka**				
1	**GLASS DOOR CLOSER REPLACEMENT:** Dismantling and removal of the existing defective/damaged glass door closer and supplying, fitting and fixing a new heavy-duty glass door closer of approved quality and brand (VVP Thailand or equivalent), complete with necessary fittings, screws, accessories, adjustment, alignment, testing and commissioning, as directed by the Engineer-in-Charge.	set	1		
				Sub-Total Tk.	
B	**Repair and Maintenance Works at Golapbag ATM Booth,Dhaka**				
1	**18W Panel Light Replacement:** Dismantling and removal of existing defective/damaged panel light and supply and installation of approved-quality 18W LED panel light, including necessary electrical wiring and connections, mounting/fixing accessories, proper alignment, testing and commissioning, including all necessary materials, labour, tools and equipment, complete in all respects as per site requirements.	pcs	2		
				Sub-Total Tk.	
C	**REPAIR AND MAINTENANCE WORKS AT RRF ATM BOOTH, BARISHAL**				
1	**CUSTOM SIZE TEMPERED GLASS DOOR WITH INKJET PRINT PAPER:** Supply, fitting and fixing of custom-size 10mm thick clear tempered glass door, including necessary cutting, edge polishing, drilling, glass door hinges/patch fittings, handle, locking arrangement and heavy-duty door closer, along with all required hardware, fittings and accessories. Also including supply and installation of inkjet printed paper/film on the glass door as per approved design, size and specification. Complete with proper alignment, adjustment, installation, testing and finishing, including transportation and service charges, as directed by the Engineer-in-Charge.	Nos	1		
				Sub-Total Tk.	
D	**REPAIR AND MAINTENANCE WORKS AT BARISHAL DISTRICT POLICE LINE ATM BOOTH**				
1	**Cleaning Work:** Thorough cleaning of existing glass, tiles, walls, floors and other interior/exterior surfaces, including removal of dust, dirt, stains, grease, cement/plaster residues, adhesive marks and other accumulated debris, using suitable cleaning agents, tools and equipment, including labour and all necessary materials, complete in all respects as per site requirements.	job	1		
2	**PLASTIC PAINT:** Supply and application of good-quality plastic emulsion paint of approved brand and shade on existing wall/ceiling surfaces, including surface preparation, cleaning, scraping of loose paint, necessary putty application, sanding, primer where required, and two coats of plastic paint to achieve a smooth and uniform finish. Complete with all necessary materials, labour, tools, transportation and service charges, as directed by the Engineer-in-Charge.	sft	400		
3	**Weather Coat Painting:** Supply and application of premium-quality exterior-grade weather coat paint on prepared wall surfaces, including surface preparation, cleaning, scraping of loose/peeling paint, necessary crack filling and repair, application of suitable primer/sealer, two coats of approved weather coat paint, and all necessary materials, labour, scaffolding, tools and equipment, complete in all respects as per site requirements.	sft	100		
4	**Enamel Paint:** Supply and application of premium-quality synthetic enamel paint on prepared rolling shutter surfaces, including surface preparation, cleaning, removal of loose/peeling paint, scraping and sanding, necessary rust removal and filler/putty work, application of suitable anti-rust primer/undercoat, and two finishing coats of approved-quality synthetic enamel paint, including all necessary materials, labour, tools and equipment, complete in all respects as per site requirements.	sft	100		

Community Bank Bangladesh PLC. GSD Head Office Dhaka

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Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
5	**Sliding Glass Replacement Work Including Frosted Paper:** Supply and installation of new sliding glass panel/door in place of the existing damaged glass, including dismantling and removal of existing glass, necessary adjustment/repair of existing sliding track, rollers, frame and fittings, installation of approved-quality tempered glass of required thickness, application of approved-quality frosted paper/film as per existing design, silicone sealing, proper alignment, hardware/fittings, labour, transportation and all necessary accessories, complete in all respects as per site requirements.	sft	30		
6	**Melamine Board Paneling Replacement:** Dismantling and removal of existing damaged melamine board paneling and supply and installation of new approved-quality melamine-faced board paneling of required thickness, including necessary cutting, edge finishing, supports/framework, joining, fixing with suitable adhesive/screws and accessories, matching existing design and finish, including all necessary materials, labour, tools and equipment, complete in all respects as per site requirements.	sft	100		
7	**12W LED Panel Light Work:** Supply and installation of approved-quality 12W LED panel light of required size, including removal of existing defective/damaged light fittings where necessary, necessary electrical wiring and connections, mounting/fixing accessories, proper alignment, testing and commissioning, including all necessary materials, labour, tools and equipment, complete in all respects as per site requirements.	pcs	5		
				Sub-Total Tk.	
E	**REPAIR AND MAINTENANCE WORKS AT PIROJPUR POLICE LINE ATM BOOTH**				
1	**ELECTRICAL LINE FOR NEW AC:** Supply, installation and connection of dedicated electrical line for air conditioner, including necessary cables, PVC/conduit or casing-capping, circuit breaker/isolator, switch/socket, fittings, supports and accessories. Complete with testing and commissioning, including all necessary materials, labour and service charges, as directed by the Engineer-in-Charge.				
	i)4.0rm Cable	rft	60		
	ii)2.5 re cable	rft	30		
	iii)15A Round Socket	pcs	1		
	iv) 20 A SP circute Breker	pcs	1		
	v) PVC Chanel/Pipe	rft	30		
				Sub-Total Tk.	
F	**REPAIR AND MAINTENANCE WORKS AT BARGUNA POLICE LINE ATM BOOTH:**				
1	**PLASTIC PAINT:** Supply and application of good-quality plastic emulsion paint of approved brand and shade on existing wall/ceiling surfaces, including surface preparation, cleaning, scraping of loose paint, necessary putty application, sanding, primer where required, and two coats of plastic paint to achieve a smooth and uniform finish. Complete with all necessary materials, labour, tools, transportation and service charges, as directed by the Engineer-in-Charge.	sft	700		
2	**OFFICER CHAIR (IMPORTED/WELL-ESTABLISHED LOCAL MANUFACTURER OR EQUIVALENT):** Premium executive chair with high back and headrest, breathable mesh back, high-density foam seat with fabric upholstery, SS revolving base, 360° swivel, pneumatic height adjustment, tilt/recline mechanism, and fixed/adjustable PU/ABS armrests. Black color, final model/shade subject to approval. Complete with transportation, assembly and installation as directed by the Bank Authority.	Nos	1		

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Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
3	**VISITOR CHAIR REPAIR:** Repair and refurbishment of existing visitor chairs, including necessary welding, frame repair, tightening/replacement of hardware, and replacement of chair stoppers, complete with all necessary materials, labour and service charges, as directed by the Engineer-in-Charge.	pcs	1		
4	**LOW HEIGHT CABINET:** Supply, fitting and fixing of low-height storage cabinet made of 18mm melamine board, including shelves, hinged doors, locks, handles, edge banding, necessary hardware and fittings. Complete with proper finishing, transportation and installation as directed by the Bank Authority.	sft	16		
				Sub-Total Tk.	
G	**REPAIR AND MAINTENANCE WORKS AT BHOLA POLICE LINE ATM BOOTH**				
1	**EXISTING WOODEN DOOR WITH FRAME DISMANTLING & WALL REPAIR FOR GLASS DOOR INSTALLATION:** Dismantling and removal of the existing wooden door and frame, including necessary cutting and removal of associated fittings. Repairing and making good the affected wall area, including brickwork/plastering, surface leveling and finishing, to prepare the opening for installation of a new glass door. Complete with necessary materials, labour, debris removal, transportation and service charges, as directed by the Engineer-in-Charge.	job	1		
2	**TEMPERED GLASS DOOR WITH INKJET PRINT PAPER:** Supply, fitting and fixing of redy/custom-size 10mm thick clear tempered glass door, including necessary cutting, edge polishing, drilling, glass door hinges/patch fittings, handle, locking arrangement and heavy-duty door closer, along with all required hardware, fittings and accessories. Also including supply and installation of inkjet printed paper/film on the glass door as per approved design, size and specification. Complete with proper alignment, adjustment, installation, testing and finishing, including transportation and service charges, as directed by the Engineer-in-Charge.	Nos	1		
3	**EXISTING PLASTER DISMANTLING & NEW PLASTER:** Dismantling and removal of existing damaged/loose plaster from wall surfaces and applying new cement-sand plaster to the affected areas, including surface preparation, leveling, curing and finishing, complete with necessary materials, labour, transportation and service charges, as directed by the Engineer-in-Charge.	sft	150		
4	**PLASTIC PAINT:** Supply and application of good-quality plastic emulsion paint of approved brand and shade on existing wall/ceiling surfaces, including surface preparation, cleaning, scraping of loose paint, necessary putty application, sanding, primer where required, and two coats of plastic paint to achieve a smooth and uniform finish. Complete with all necessary materials, labour, tools, transportation and service charges, as directed by the Engineer-in-Charge.	sft	800		
				Sub-Total Tk.	
	Grand Total Tk.				

In Word:

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