Community Bank
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General Services Division
Head Office, Dhaka

Date: October 15, 2026

Tender Title: "RFQ (Request for Quotation) for Repair & Maintenance Works at PTC Noakhali ATM Booth, Noakhali, Feni Service Desk ATM, Brahmanbaria Police Line ATM Booth, Narsingdi Police Line ATM Booth, Chuadanga Service Desk, Narail Service Desk & Munshiganj Police Line Service Desk & ATM Booth.

Tender Ref: CBBL/GSD/RFQ/2026/0082

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/2026/0082
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.

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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/2026/0082 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.

Community Bank Bangladesh PLC. GSD, Head Office, Dhaka

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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 and Maintenance Works at PTC Noakhali ATM Booth, Noakhali	
B	Repair and Maintenance Works at Feni Service Desk ATM	
C	Repair and Maintenance Works at Brahmanbaria Police Line ATM Booth	
D	Repair and Maintenance Works at Narsingdi Police Line ATM Booth	
E	Repair and Maintenance Works at Chuadanga Service Desk	
F	Repair and Maintenance Works at Narail Service Desk	
G	Repair and Maintenance Works at Munshiganj Police Line Service Desk & ATM Booth	
Total amount (Including VAT & TAX)		

In Word:

Name of the Bidder :

Contact Person :

Seal & Sign:

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

Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
A	**REPAIR AND MAINTENANCE WORKS AT PTC NOAKHALI 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)2.5rm Cable	rft	60		
	ii)1.5 re cable	rft	30		
	iii)15A Round Socket	pcs	1		
	iv) 20 A SP circute Breker	pcs	1		
	v) PVC Chanel/Pipe	rft	25		
2	**OFFICER TABLE:** Supply, fitting & fixing of partex board made top 25mm thick top Melamine partex board & Approved colour (Size: Table-4'-0" x 2'-0") 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.[Sample should be subject to approval]	Nos	1		
3	**MOBILE DRAWER:** Supply, fitting and fixing of mobile drawer unit made of 18mm melamine board, including multiple drawers, locking arrangement, handles, castor wheels, edge banding and necessary hardware/fittings. Complete with proper finishing, transportation and installation as directed by the Bank Authority.	Nos	1		
4	**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 should be subject to approval]	Nos	2		
				Sub-Total Tk.	
B	**REPAIR AND MAINTENANCE WORKS AT FENI SERVICE DESK ATM**				
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		
2	**WOODEN DOOR AUTO CLOSER:** Supply, fitting and fixing of heavy-duty automatic door closer for existing wooden door, of approved quality and brand, including necessary brackets, screws, fittings, adjustment, alignment, testing and commissioning, complete with all required materials, labour and service charges as directed by the Engineer-in-Charge.	pcs	1		
				Sub-Total Tk.	

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Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
C	**REPAIR AND MAINTENANCE WORKS AT BRAHMANBARIA 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	50		
	ii)2.5 re cable	rft	25		
	iii)15A Round Socket	pcs	1		
	iv) 20 A SP circute Breker	pcs	1		
	v) PVC Chanel/Pipe	rft	25		
				Sub-Total Tk.	
D	**REPAIR AND MAINTENANCE WORKS AT NARSHINGDI POLICE LINE ATM BOOTH**				
1	**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		
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	700		
3	**OFFICER CHAIR SHIFTING:** Packing, loading, transportation, unloading, and placement of 1 (one) Officer Chair from Community Bank Bangladesh PLC, Head Office, Dhaka, to Narsingdi Police Line ATM Booth, including all necessary labour, handling, and shifting charges.	job	1		
				Sub-Total Tk.	
E	**REPAIR AND MAINTENANCE WORKS AT CHUADANGA SERVICE DESK**				
1	**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 should be subject to approval]	Nos	1		
2	**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	12		
				Sub-Total Tk.	

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Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
F	**REPAIR AND MAINTENANCE WORKS AT NARAIL SERVICE DESK**				
1	**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	200		
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	800		
3	**VISITOR CHAIR:S**upply, 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	2		
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	12		
				Sub-Total Tk.	
G	**REPAIR AND MAINTENANCE WORKS AT MUNSHIGANJ POLICE LINE SERVICE DESK ATM BOOTH**				
1	**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	200		
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	1000		
3	**OFFICER CHAIR SHIFTING:** Packing, loading, transportation, unloading, and placement of 1 (one) Officer Chair from Community Bank Bangladesh PLC, Head Office, Dhaka, to Munshiganj Police Line ATM Booth, including all necessary labour, handling, and shifting charges.	job	1		
4	**VISITOR CHAIR:S**upply, 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	2		

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Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
5	**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	12		
6	**UPS CABINET (3' DEPTH):** Supply, fitting and fixing of UPS cabinet with 3' depth, made of 18mm melamine board, including necessary shelves, hinged doors, ventilation provision, locking arrangement, handles, edge banding, hardware and fittings. Complete with proper finishing, transportation and installation as directed by the Engineer-in-Charge.	sft	10		
				Sub-Total Tk.	
				Grand Total Tk.	

In Word:

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