Community Bank
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General Services Division
Head Office, Dhaka

Date: October 15, 2026

Tender Title: RFQ (Request for Quotation) for Relocation and Interior Decoration and setup of ATM booth at Industrial Police -2, Gazipur.

Tender Ref: "CBBL/GSD/RFQ/2026/0084"

Dear All,
Greetings from Community Bank Bangladesh PLC.!!
Community Bank Bangladesh PLC is the 59th Schedule Bank of Bangladesh. For Relocation and Interior Decoration works of ATM booth at Industrial Police -2, Gazipur. 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 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/2026/0084
2	Date Of Tender Document	15.10.2026
3	Last Date for Submission Of Tender	26.10.2026 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:** Industrial Police -2, Gazipur.
3) **Time Of Completion** : 21 [Twenty-One] 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 during last two financial years. 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 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.

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8) **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 Relocation and Interior Decoration and setup of ATM booth at Industrial Police -2, Gazipur." *RFQ: "*CBBL/GSD/RFQ/2026/0084*"* in top of the Envelope.
9) **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).
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.
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).
12) 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 Relocation & Interior Decoration Works of ATM Booth at Industrial Police-2, Gazipur

SL NO	Item Description	Total Amount
A	Civil Construction & Interior Works	
B	PAINT WORKS	
C	ELECTRICAL WORKS	
Total amount (including VAT & TAX)		

In word:

Name of the Bidder :
Contact Person :
Contact Number :

Seal & Sign:

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Proposed BOQ for Relocation & Interior Decoration Works of ATM Booth at Industrial Police-2, Gazipur

Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
A	**Interior Works**				
1	**Wall Paneling Works :** Supplying and fixing wall paneling with MS framing, white Partex board, and HPL Formica pasting, including all necessary framing, screws, adhesive, cutting, fitting, edge finishing, joint treatment, and required labour, materials, tools, and accessories to complete the work as per the approved design and direction of the Engineer-in-Charge. Measurement shall be based on the actual finished wall paneling area in square feet	sft.	140.00		
2	**Plain Partex Board Ceiling Works:** Supplying and fixing plain Partex board ceiling, including necessary wooden/metal framing, screws, joint treatment, cutting, fitting, finishing, and all required labour, materials, tools, and accessories to complete the work in accordance with the approved specification and direction of the Engineer-in-Charge.	sft.	100.00		
3	**Gypsum Board Ceiling Works (2′ × 2′):** Supplying and fixing 2′ × 2′ gypsum board ceiling tiles, including necessary metal framing, suspension system, supports, screws, joint treatment, cutting, fitting, and alignment, with all required materials, labour, tools, and accessories to complete the work as per the approved design and direction of the Engineer-in-Charge.	sft.	200.00		
4	**10 mm Glass Partition:** Supplying, fitting and fixing 10 mm thick clear float glass partition, upper and lower sides are fixed with 1" aluminum U- Channel section and the last edge of glass should have pencil edge bevelling complete in all respect as per design, drawing and direction of Bank Authority.	sft.	4.00		

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Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
5	**Tempered Glass Door (Reuse):** Dismantling, shifting, and refixing the existing tempered glass door at the designated location, including supplying and installing a new door closer, necessary adjustment, alignment, fitting, and reinstallation of existing door fittings and accessories, with all required labour, tools, and equipment to complete the work as per the direction of the Engineer-in-Charge.	pcs	1.00		
6	**Oval Shape Glass Partition:** Supply fitting fixing 10mm Oval shape glass partition, including U-channel, D nob etc. All complete as per design, direction and full satisfaction of the Bank Authority.	sft.	24.00		
7	**Oval-Shaped Glass Partition (Reuse):** Dismantling, shifting, and refixing the existing oval-shaped glass partition at the designated location, including necessary adjustment, alignment, fitting, and reinstallation with existing fittings and accessories, along with all required labour, tools, and equipment to complete the work as per the	job	1.00		
8	**Low-Height Cabinet Works:** Supplying, fitting, and fixing a low-height cabinet, built-in and custom-made using 18mm thick melamine-faced board, with high-quality hardware fittings and accessories, including hinges, handles, screws, edge banding, cutting, assembly, installation, and all necessary labour, materials, tools, and equipment to complete the work as per the approved design and direction of the Engineer-in-Charge.	sft.	24.00		

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Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
9	**Aluminium Composite Panel Work:** Supply, Fabrication and Installation of 4.0 mm PVDF (Fluorocarbon paint finish) coated Aluminum composite panel of approved color and quality, cladded on standard and necessary aluminum or galvanized framing with all necessary accessories. All complete as per design, direction and full satisfaction of the Bank authority. Materials Specification: Thickness: 4.0 mm (Aluminum Core 0.5mm + Anti toxin (PE) Core 3.0mm + Aluminum Core 0.5mm); Frame: 46.0mmx20.0mm Aluminum rectangular box (Mill finish); Fitting angel: 20.0mm x20.0mm (Bronze), Thickness	sft.	64.00		
Total Interior Works (A)					
B.PAINT WORKS					
1	**Weather Coat Painting Works:** The work includes surface preparation and application of approved quality weather coat paint on exterior walls and other specified surfaces, including cleaning, removal of loose paint, necessary crack filling, surface levelling, and application of the required coats to achieve a uniform and durable finish, with all necessary materials, labour, tools, and equipment, complete as directed by the Bank Authority and in accordance with standard painting practices.	sft.	700.00		
2	**Plastic Paint Works:** Surface preparation and application of approved quality plastic emulsion paint on interior walls, ceilings, and other specified surfaces, including cleaning, removal of loose paint, necessary crack filling, wall putty application, sanding, primer application, and application of the required coats of plastic paint to achieve a smooth, uniform, and durable finish. The rate shall include all necessary materials, labour, tools, and equipment to complete the work as directed by the Bank Authority and in accordance with standard painting practices.	sft.	450.00		
Total Paint Works (B)					

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Proposed BOQ for Relocation & Interior Decoration Works of ATM Booth at Industrial Police-2, Gazipur

Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
C.ELECTRICAL WORKS					
1	**Pipe Work**				
a.	3/4" inner dia PVC- water grade with thick wall	rft	100.00		
b.	1.5" Flexible Pipe	rft	300.00		
2	**Cable Works (BRB Brand):** Supplying, laying, and installing BRB brand fire-resistant electrical cables through pre-laid PVC pipes/channels, including necessary groove cutting, concealed cable laying, plastering, connection, and finishing works, with all required consumable materials, labour, tools, and accessories, complete as per the approved design, drawing, and direction of the Bank Authority.				-
a.	1x 1.5 rm BYA	rft	300.00		
b.	1x 2.5 rm BYA	rft	300.00		
d.	1x 2.5 re BYA Green	rft	300.00		
e.	1x 10 rm BYA Main line wiring (BRB)	rft	200.00		
3	**MCCB/MCB's**Supply and installation of following SP (240V grade) TP (500 V grade) MCB/MCCB" in pre-installed distribution board in/c connection with cable, cable socket, nut bolts, PIB tape etc.complete in respect providing necessary consumable in/c testing & commissioning as per direction of Bank Authority.				
a	SDB Box (Havells Brand, Size: 8" × 12") – Concealed Installation Works	pcs	1.00		
b.	63 AMP DP MCB (Legrand from Energypac)	pcs	1.00		
c.	10A to 32 AMP SP MCB (Legrand from Energypac)	pcs	2.00		
4	**ELECTRICAL SOCKET OUTLETS:** Supplying, fitting, and fixing 240V, single-phase electrical socket outlets of Legrand (Energy Pac)/ABB (Multiple Trading)/MK (Singapore) brand, complete in all respects, including necessary accessories, installation, testing, and commissioning, as per the approved design, drawing, and direction of the Bank Authority.				
a	5A,3 Gang (1way) Switch	pcs	2.00		
b	20 AMP DP Switch	pcs	2.00		
c.	16A Multi Scoket	pcs	5.00		
d.	15A, 3 Pin Scoket Round Scoket	pcs	2.00		

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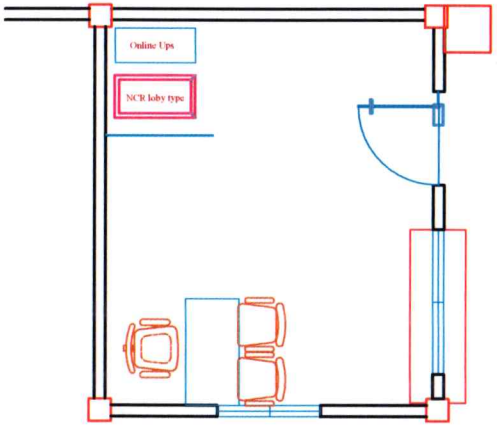
Proposed BOQ for Relocation & Interior Decoration Works of ATM Booth at Industrial Police-2, Gazipur

Item	Description	Unit	Quantity	Unit Rate (Including VAT & TAX)	Total Amount (Including VAT & TAX)
e.	13A, 3 Pin Scoket	pcs	5.00		
f.	Mk Steel Bos(3"x3"x2")	pcs	16.00		
5	**Led Panel Light**: Supply, installation, testing, and commissioning of foreign-made approved type LED down light fixture (minimum 12W) complete with reflector/shade, suitable for recessed ceiling mounting, and fully compatible with local voltage fluctuations. The fixture shall include high-efficiency LED lamps with integrated driver and housing, complete in all respects with necessary wiring, connectors, mounting accessories, and consumables. Brand: TACHI/OPEL/ENERGY+/ SUPER STAR	pcs	9.00		
6	**Electrical & Furniture Rearrangement Works (Reuse of Existing Items):** Dismantling, shifting, and reinstalling existing electrical items and furniture at designated new locations wherever reuse is feasible. Electrical items include lights, switches, sockets, circuit breakers, and earthing connections, with necessary refixing, reconnection, wiring adjustments, testing, and commissioning. Furniture items include tables, chairs, cabinets, and other existing furniture, with necessary dismantling, shifting, reassembly, positioning, and installation. The work shall include all required labour, tools, equipment, and minor accessories, using existing materials wherever possible, to complete the work as directed by the Bank Authority.	job	1.00		
Total Electrical Works (C)					
Total Amount (A+B+C)=					

In Word:

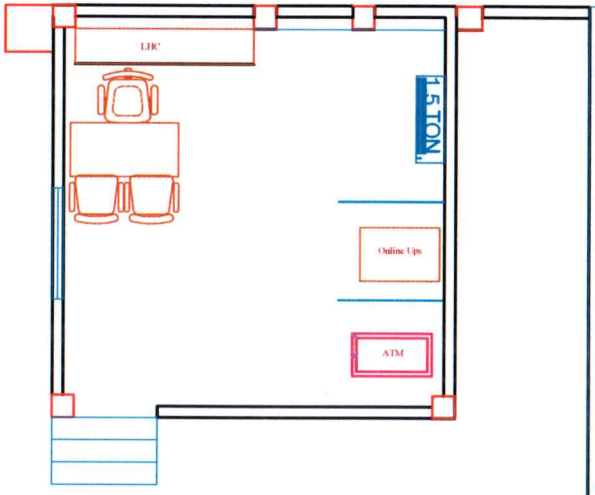
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Main Road



Existing ATM Booth

Main Entry



Proposed ATM Booth

Canteen

NB:Roof Top Tin Shade

NB:The proposed facility is an RCC structure

Industrial Police -2,Gazipur