COMMUNITY BANK BANGLADESH PLC.

GENERAL SERVICES DIVISION, HEAD OFFICE
POLICE PLAZA CONCORD, TOWER-02, LEVEL-12,
GULSHAN-01, DHAKA-1212, BANGLADESH

Community Bank
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Tender for Rearrangement & Interior Decoration Works of Executive Rooms of Head Office at Level-10, Tower-2, Police Plaza Concord.

October – 2026

Community Bank Bangladesh PLC.
General Services Division
POLICE PLAZA CONCORD
Tower-02, Level-12
Gulshan-01, Dhaka-1212

Community Bank Bangladesh PLC. GSD, Head Office

TENDER NOTICE

Tender Title: ***"RFQ (Request for Quotation) for Rearrangement & Interior Decoration Works of Executive Rooms of Head Office at Level-10, Tower-2, Police Plaza Concord."***

Tender Ref: *"CBBL/GSD/RFQ/2026/0087"*

Dear All,

Greetings from Community Bank Bangladesh PLC.!!

Community Bank Bangladesh PLC is the 59th Schedule Bank of Bangladesh. For Rearrangement & Interior Decoration Works of Executive Rooms of Head Office at Level-10, Tower-2, Police Plaza Concord, some Civil, Electrical, Glass Partition, Ceiling, Furniture, Paint and miscellaneous works as well as interior works are needed to be done at the said location. BOQ, lay-out (proposed) are attached herewith as your ready reference.

Only relevant vendors shall be eligible for submission of their financial offer.

You are requested to submit (HARD COPY) your financial offer in a closed envelope as per specification within **02.00 P.M. on November 04, 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. ***As the works will be done in a running branch, most of the works have to be done after office hours/ holidays.***

TENDER Summary

1)	Tender Reference No	CBBL/GSD/RFQ/2026/0087
2)	Date Of Tender Document	October 29, 2026
3)	Date Of Pre-Bid Meeting	November 03, 2026 at 11.00 P.M. (If required)
4)	Last Date for Submission of Tender	November 04, 2026 at 02.00 P.M.
5)	Date of Opening of Financial Bid	Will be opened through Tender Opening Committee
6)	Cost of Tender Document	Free of Cost

1.01 TENDER NOTICE

Tender is sealed covers in prescribed form are hereby invited by the undersigned from reputed firms engaged in constructions, Interior Decoration specially having experience in the field of Bank/Insurance/ Reputed office interiors (preferably Head Office) in Bangladesh.

1.02 NAME OF WORK

Rearrangement & Interior Decoration Works of Executive Rooms of Head Office at Level-10, Tower-2, Police Plaza Concord.

1.03 SALE OF TENDER DOCUMENTS

Tender documents will be mailed to their authorized (as submitted to the Bank) for submission of the same as per rules. No purchase is required in this regard.

1.04 OPENING OF TENDER DOCUMENT

Tender will be received by the office of the undersigned within 02.00 p.m. on November 04, 2026.

1.05 SECURITY DEPOSIT

The Bank would retain a total of 10% of the certified bill amount as security deposit from the awarded vendor.

Community Bank Bangladesh PLC. GSD, Head Office

ABSTRACT OF TENDER

2.01	NAME OF THE OWNER	COMMUNITY BANK BANGLADESH PLC.
2.02	NAME OF THE PROJECT	REARRANGEMENT & INTERIOR WORKS OF-EXECUTIVE ROOMS AT HEAD OFFICE, LEVEL-10, TOWER-2, POLICE PLAZA CONCORD.
2.03	PROJECT SITE	ROAD 144, GULSHAN-1, LEVEL-5, TOWER-2, POLICE PLAZA CONCORD.
2.04	SECURITY DEPOSIT	10% of the certified final bill amount and fully refunded after Twelve months from the date of hand over of the project.
2.05	VALIDITY OF PRICE	30 (Thirty) days.
2.06	DATE OF AWARD OF WORK	The date of issue of order in writing [work order] to Commence the work.
2.07	TIME OF COMPLETION	15 [Fifteen] days from the date of issuing written work Order.
2.08	PERIOD OF MAINTENANCE	12 [Twelve] months from the date of issue of final certificate of completion by the authority.
2.09	PAYMENT	All payments shall be in Taka on submission of bill and Consequent certification by the Authority after opening of the project. All local VAT, Taxes, duties, Govt. charge etc. will become payable by the contractor. But the Bank Authority shall deduct VAT & Income Tax as per existing rule from contractor's bill. Bill will be paid as per actual measurement not as per schedule.
2.10	ANALYSIS OF RATES	Shall has to be submitted as and when required as per request of the Authority/Bank Authority.
2.11	PRICE ESCALATION	No claim for price escalation shall be entertained up to the completion time.
2.12	TOOLS, MACHINERY AND EQUIPMENT	All tools, equipment and machinery, etc. required for execution of the work is to be arranged by the contractor at his/their own cost. The contractor must also arrange additional tools, equipment if required when asked by the Authority/ Engineer.
2.13	MATERIAL STORAGE	Contractor shall be responsible for storage, security of material and equipment as site at his own cost till the completion of the work.
2.14	POWER, WATER ETC.	The contractor must provide required power and water at his/ their own cost to complete the project.

Community Bank Bangladesh PLC. GSD, Head Office

1.06 TIME FOR COMPLETION

Time for completion of works is 15 (Fifteen) days from the date of issue of the written work order.

1.07 SITE VISIT

The bidder must visit the respective site of work and make him fully acquainted with the site condition & see Scope of works and the available space, services and conceptual design drawings before submitting.

1.08 SUBMITTANCE

The undersigned has the right to accept or reject any or all the offers without assigning any reason whatsoever. The Undersigned also reserves the right to split up the work between two or more Contractors.

1.09 REQUIRED CONTENT OF 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 & seal with date by the authorized representative of the company.
iii. Must mention the subject line ***"RFQ (Request for Quotation) for Rearrangement & Interior Decoration Works of Executive Rooms of Head Office at Level-10, Tower-2, Police Plaza Concord."*** **RFQ Ref: "(CBBL/GSD/RFQ/2026/0087)**" in top of the Envelope.

1.10 RUNNING BILL:

No running bill or interim payment facility shall be available to the Work Order awardee. The final bill shall be settled upon satisfactory completion of the entire scope of work, in accordance with the Bank's standard payment procedures.

2.15	APPROVAL OF MATERIAL & SAMPLE OF WORKS	All materials must be approved by the Bank Authority (As per requirement of Bank).

2.16 QUALIFICATION OF CONTRACTOR

i) The Tenderer must demonstrate experience in the successful execution of interior decoration projects for **Head Office** within the banking industry. Specifically, the Tenderer must have completed similar works for a minimum of two (2) scheduled banks during the last two (2) financial years. Documentary evidence, such as work orders and completion certificates, must be submitted in support of this requirement.

ii) All experiences must be authorized by with proper documentation (i.e. work order, completion certificate) from respective banks.

iii) Up to date Trade license, Income Tax clearance certificate, VAT & BIN Certificate.

iv) Must be financially solvent and a shall submit a bank solvency certificate.

v) The supplier must ensure that all items and furniture are transported exclusively through staircases. Use of any lift/elevator is strictly prohibited.

vi) The Tenderer must submit a complete company profile along with their offer.

2.17	DESIGN AND DRAWINGS	Bank shall produce to the awarded contractor
2.18	SUBMISSION OF TENDER	Contractor will fill up all the papers containing in the tender Schedules duly signed and sealed and submit it as tender.
2.19	SUBMISSION OF SAMPLE	The bidder will have to submit samples of important materials/ fittings if needed by the Authority/ Bank Authority as mentioned in schedule of items of works.

Regards

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

Community Bank Bangladesh PLC. * GSD, Head Office *

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BOQ for Executive Room Rearrangement Works of at Head Office, Level 10.

SL NO	Item Description	Total Amount (Including VAT & Tax)
A	DISMANTLING & FINISHING WORKS:	
B	PARTITION AND OTHER RELATED WORKS	
C	ELECTRICAL WORKS	
D	WOODEN FURNITURE WORKS	
E	CHAIR WORKS	
Total amount (including VAT & TAX)		

In word:

Name of the Bidder:

Seal & Sign

Community Bank Bangladesh PLC. CSD Head Office, Dhaka

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BOQ for Executive Room Rearrangement Works of at Head Office, Level 10.

SL	ITEMS	Unit	Qnty	Unit Rate (Including VAT & Tax)	Total Amount (Including VAT & Tax)
A	**DISMANTLING & FINISHING WORKS:**				
1	**DISMANTLING, CLEANING & REUSE WORKS (THREE EXECUTIVE ROOMS, LEVEL-10, EAST & WEST SIDES):** The work includes careful dismantling, removal and cleaning of existing installations, including full-height board partitions, plain ceilings, 10mm thick tempered glass partitions, glass doors, electrical wiring, switches, sockets, panel lights and other related fixtures, as directed by the Bank / Engineer-in-Charge. All dismantled and unserviceable materials shall be removed from the site by the Contractor at his own cost and responsibility. Serviceable materials identified for reuse by the Bank shall be carefully dismantled, cleaned, properly stored and handed over or reused as directed by the Bank / Engineer-in-Charge. All works shall be carried out in a neat, safe and workmanlike manner, ensuring no damage to existing structures or reusable materials, to the complete satisfaction of the Bank / Engineer-in-Charge.	job	1		
2	**EXISTING FLOOR TILES WORK (2′ × 2′):** Carefully dismantling and removing the existing damaged or unwanted 2′ × 2′ floor tiles, including cleaning and preparing the base surface. The work shall include supplying and fixing replacement tiles, or refitting/rearranging reusable existing tiles, maintaining the existing floor level, pattern and alignment as closely as possible. The work shall also include necessary adhesive/mortar, grouting, joint finishing and thorough cleaning. All works shall be carried out as per the instructions and approval of the Architect/Bank Authority. The rate shall include all necessary materials, labour, tools and equipment to complete the work in all respects.	sft	50		
3	**PLASTIC PAINT :**Plastic painting of 'Berger/ Elite brand of approved color to Plaster/Board Surfaces minimum number of necessary coats with lime putty work, cleaning, sand papering the surfaces in/c. necessary scaffolding etc. complete in all respect as per direction of Architect/ Authority. Rates must cover all necessary finishing until handing over of the premises.	sft	4000		
	Sub Total				
B	**PARTITION AND OTHER RELATED WORKS:**				
1	**FULL HEIGHT BOARD PARTITION:** Supply, fabrication and installation of a full-height partition wall extending from floor to ceiling, using approved quality gypsum board or other approved board materials fixed on a properly aligned and secured metal/timber framework. The work shall include necessary framing, supports, screws, jointing tape, joint compound, corner beads, surface finishing and painting as per approved design and specifications. All works shall be carried out in accordance with the instructions of the Architect/Bank Authority and completed to the full satisfaction of the Bank Authority. The rate shall include all necessary materials, labour, tools and equipment to complete the work in all respects.	sft	420		
2	**10 MM THICK 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	240		

Community Bank Bangladesh PLC. GSD, Head Office, Dhaka

SL	ITEMS	Unit	Qnty	Unit Rate (Including VAT & Tax)	Total Amount (Including VAT & Tax)
3	**10 MM THICK GLASS PARTITION (REUSE):** Re-use the existing 10 mm thick clear float glass partition. The glass panels shall be refixed securely using 1" (25 mm) aluminum U-channel sections at the top and bottom, with necessary silicone sealant and hardware. The work shall be completed in all respects as per the approved design, drawing, and instructions of the Bank Authority.	sft	150		
4	**TEMPERED GLASS DOOR :** Supply Fitting fixing the frameless 10 mm thick tempered (toughened) glass door, including all necessary hardware and accessories. The door shall be fitted and fixed with imported,auto-closer,Locking arrangement.	nos	2		
5	**TEMPERED GLASS DOOR (REUSE):** Carefully dismantling, reusing and re-installing the existing frameless 10mm thick tempered (toughened) glass door at the designated location, including necessary handling, transportation, refitting, alignment and adjustment with all required hardware and accessories. The door shall be fitted with imported-quality floor spring/auto-closer, locking arrangement, handles, patch fittings and other necessary accessories, ensuring smooth operation, proper alignment and secure locking. Any required minor adjustments shall be completed to the satisfaction of the Bank / Engineer-in-Charge.	Pcs	3		
6	**LOUVER PARTITION:** Supply, fabrication, fitting and fixing of decorative louver partition using 4" × 2" wooden-finish aluminium box sections / polished board louvers, spaced at 4" c/c (centre to centre), including all necessary supporting framework, brackets, fasteners, accessories and fittings. The louvers shall be properly aligned, levelled and securely installed to achieve a uniform finish as per the approved design, sample and instructions of the Architect / Bank Authority. The rate shall include all materials, labour, tools, equipment, transportation and installation charges required to complete the work in all respects to the satisfaction of the Bank / Engineer-in-Charge.	sft	160		
7	**PLAIN GYPSUM / PARTEX BOARD DROP CEILING** Supplying, fitting and fixing false ceiling of ½" thick plain Gypsum board/Plain PARTEX board having maximum compressive pressure, suspended from existing R.C.C. ceiling of the building on a 2'-0" x 2'-0" grid frame work of C steel section/1½" x 2½" or wooden section of best quality seasoned Garjan wood in/c anchoring the alternate junctions with 12 SWG double ply G.I. wire fixed to the ceiling by rowel plug, screws, hooks, nails etc. The work in/c cost of all materials, accessories, scaffoldings, labour for installation, screws, nails, etc, making provisions for lighting arrangement. complete in all respect as per design, drawing and direction of Architect/Authority.	sft	600		
8	**FROSTED PAPER WITH INKJET PRINT:** Supply, printing, fitting and fixing of high-quality frosted self-adhesive glass film with customized inkjet-printed design, logo, graphics or patterns as per the approved artwork and layout. The film shall provide a premium frosted appearance while maintaining privacy and allowing diffused natural light. The work shall include proper glass surface cleaning, accurate measurement, cutting, printing, application and finishing, ensuring a smooth, bubble-free installation without wrinkles or defects. The rate shall include all materials, printing, labour, tools and accessories required to complete the work to the satisfaction of the Bank / Engineer-in-Charge.	sft	300		

Community Bank Bangladesh PLC. CSD Head Office, Dhaka

SL	ITEMS	Unit	Qnty	Unit Rate (Including VAT & Tax)	Total Amount (Including VAT & Tax)
9	**VENETIAN BLIND (ROLLER BLIND):** Supply, fitting and fixing of premium-quality roller blinds made of imported fabric of approved colour, design and texture, suitable for office interior use. The blind shall be operated by a smooth chain-pull mechanism with a durable roller tube, mounting brackets, bottom rail, side control mechanism and all necessary accessories. The fabric shall provide effective sunlight control, privacy and a neat aesthetic appearance. The work shall include accurate measurement, cutting, installation, alignment and adjustment, complete with all materials, labour, tools and accessories, as per the approved sample and instructions of the Architect / Bank Authority.	sft	60		
10	**VENETIAN BLIND WASHING & RESIZING:** Carefully dismantling, washing, cleaning and resizing the existing Venetian blinds as per the required dimensions and approved design. The work shall include necessary adjustments, replacement or refitting of PVC couplings, control chains, bottom weight plates and other required accessories, ensuring proper operation and a neat finish. The blinds shall be refitted securely in their designated positions to the full satisfaction of the Bank Authority. The rate shall include all necessary materials, labour, tools and equipment to complete the work in all respects.	sft	350		
	Sub Total				
C	**ELECTRICAL WORKS**				
1	**4.0 Rm Cable:**Includes supply of 4.0 mm² single-core, copper conductor, PVC insulated cableand complete installation with proper routing, termination, and testing as per standards.	rft	600		
2	**2.5 Rm Cable:** Includes supply of 2.5mm² single-core, copper conductor, PVC insulated cableand complete installation with proper routing, termination, and testing as per standards. (For DDB Line)	rft	1200		
3	**1.5 Rm cable:** Includes supply of 1.5mm² single-core, copper conductor, PVC insulated cableand complete installation with proper routing, termination, and testing as per standards.(For DDB Line)	rft	900		
4	**1.5 Re cable:** Includes supply of 1.5mm² single-core, copper conductor, PVC insulated cableand complete installation with proper routing, termination, and testing as per standards.(For DDB Line)	rft	600		
5	**1" PVC PIPE:** Supply, fitting and fixing of 1" dia (25mm) good-quality heavy-duty PVC pipe for concealed/surface electrical wiring or other designated services, including all necessary bends, couplers, connectors, clamps, junctions, fittings and accessories. The pipe shall be properly aligned, securely fixed and installed as per the approved layout and instructions of the Bank / Engineer-in-Charge. The rate shall include all materials, labour, tools, equipment and installation charges required to complete the work in all respects.	rft	300		
6	**¾" Flexible Pipe/PVC:**Supply and installation of ¾" (19 mm) flexible PVC pipe/channel, suitable for electrical/data cabling, including: Laying inside floor, wall, or ceiling. Bends, junctions, and all accessories Clipping/fixing with saddles/clamps at proper intervals.As per site condition and direction of Bank Authority	rft	300		
7	**13A 3pin Socket** – Supply & Installation to be completed flush/surface-mounted as per site condition and project specifications.	nos	15		

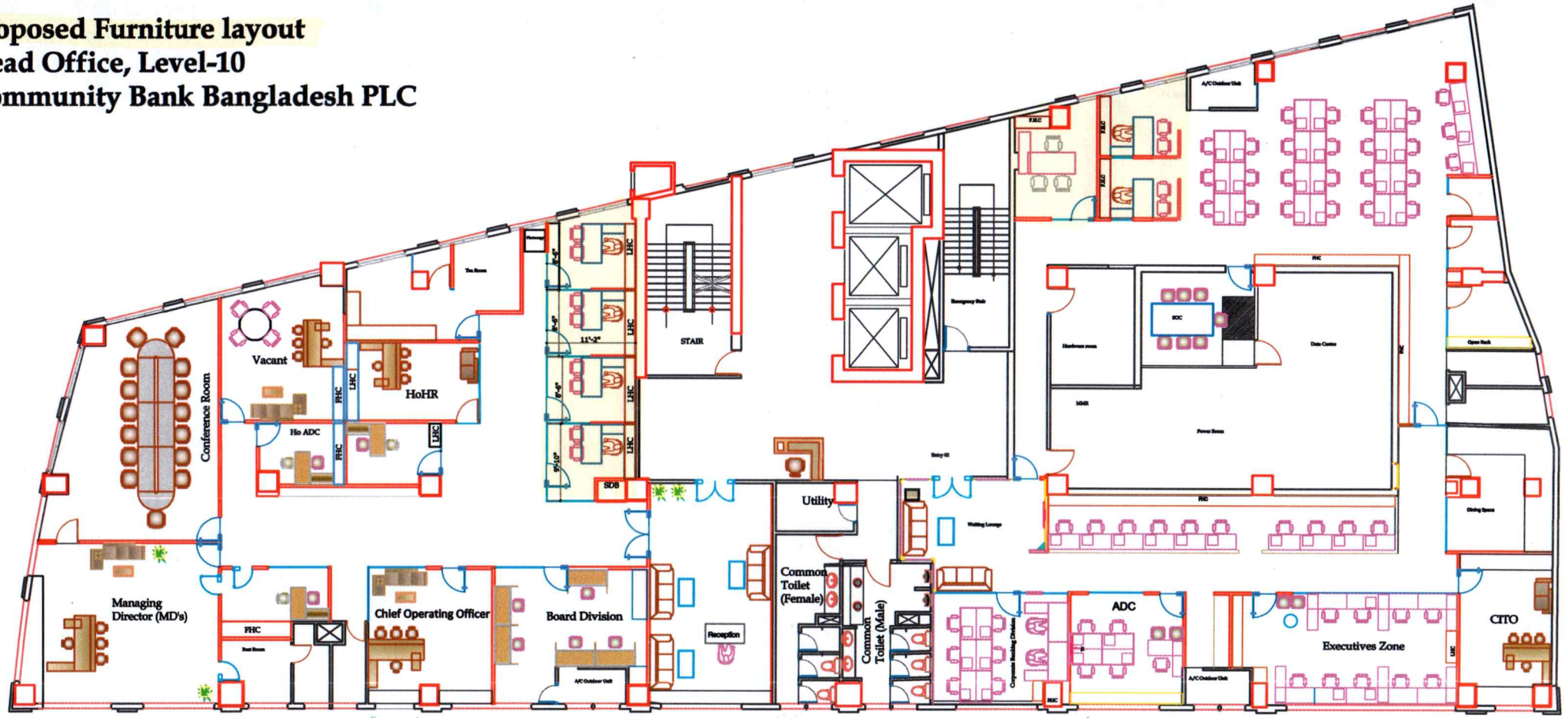
SL	ITEMS	Unit	Qnty	Unit Rate (Including VAT & Tax)	Total Amount (Including VAT & Tax)
8	**6-Pin Multi Socket** – Supply & Installation to be completed flush/surface-mounted as per site condition and project specifications.	nos	8		
9	**4 Gang Switch** – Supply & Installation to be completed flush/surface-mounted as per site condition and project specifications.	nos	8		
10	**16 TO 32A SP MCB WITH CHANNEL:** – Supply & Installation with Chanel to be completed flush/surface-mounted as per site condition and project specifications.	nos	10		
11	**Supply & Installation of PVC/Steel MK Box:**Supply and install a standard PVC MK electrical box for electrical fittings such as sockets, switches, or other wiring accessories.	nos	20		
12	**18 W LED PANEL LIGHT:** FITTING Foreign made approved type down light shade [reflector] with minimum 18 watt Energypac /philips energy savings LED light in/c supply of all necessary consumable materials, compatible to local voltage variation, complete in all respect in/c testing & commissioning, as per design, drawing and direction of Authority.	nos	20		
13	**12 W LED PANEL LIGHT:** FITTING Foreign made approved type down light shade [reflector] with minimum 12 watt Energypac /philips energy savings LED light in/c supply of all necessary consumable materials, compatible to local voltage variation, complete in all respect in/c testing & commissioning, as per design, drawing and direction of Authority.	nos	20		
14	**2'-0" T5 LED LIGHT:** Supply, fitting and fixing of 2'-0" (two feet) imported quality T5 LED tube light with high-efficiency LED technology, providing bright, uniform and energy-efficient illumination. The light shall be complete with compatible LED driver, necessary fittings, holders, wiring connections and accessories, including all labour, installation and testing charges, as per the approved specification and direction of the Bank Authority.	nos	10		
15	**4'-0" T5 LED LIGHT:** Supply, fitting and fixing of 4'-0" (four feet) imported quality T5 LED tube light with high-efficiency LED technology, providing bright, uniform and energy-efficient illumination. The light shall be complete with compatible LED driver, necessary fittings, holders, wiring connections and accessories, including all labour, installation and testing charges, as per the approved specification and direction of the Bank Authority.	nos	20		
	Sub Total				
D	**WOODEN FURNITURE WORKS**				
1	**EXECUTIVE OFFICER TABLE WITH SIDE TABLE (MAIN TABLE TOP SIZE: 5'-0" × 2'-6"):** Supply, fitting & fixing of office table and side table made of Partex melamine laminated board, MS Framing complete in all respects as per approved design, drawing, and direction of the Bank Authority.	set	6		
2	**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.	sft	220		

Community Bank Bangladesh P.L.C. GSD, Head Office, Dhaka

SL	ITEMS	Unit	Qnty	Unit Rate (Including VAT & Tax)	Total Amount (Including VAT & Tax)
3	**EXISTING FURNITURE REARRANGEMENT:** Carefully dismantling, shifting, rearranging, resizing (if required), refitting and repairing existing furniture, including tables, cabinets and other related furniture items, as per the proposed layout and instructions of the Architect / Bank Authority. The work shall include safe handling, proper positioning, alignment, necessary adjustments and minor repairs to ensure all furniture is properly installed and functional without causing any damage. The rate shall include all labour, tools, transportation and necessary accessories required to complete the work in all respects to the satisfaction of the Bank / Engineer-in-Charge.	job	1		
Sub Total					
E	**E.CHAIR WORKS**				
1	**EXECUTIVE CHAIR:** Supply, fitting and fixing of premium imported ergonomic executive officer chair with high-back design and headrest, featuring a high-quality stainless steel (SS) revolving base with 360° swivel mechanism, breathable imported mesh backrest (Boho, Merryfair, Euro or approved equivalent), high-density foam cushioned seat with premium fabric upholstery, pneumatic gas-lift height adjustment, adjustable backrest tilt/reclining mechanism, adjustable or fixed mesh/fabric-covered headrest, and fixed or adjustable armrests made of durable PU or ABS material. The chair shall be black in color, with final shade subject to approval by the Bank Authority, complete with all necessary fittings, hardware and accessories, ensuring superior comfort, durability and ergonomic support as per the approved sample and model.	nos	6		
2	**VISITOR CHAIR:** Supply, fitting and fixing of imported low-back cluster-type officer visitor chair of approved brand and quality, featuring a fixed-leg design with caster-mounted base (non-swiveling fixed wheels), integrated or attached armrests, breathable mesh backrest and adjustable tilt/tension reclining mechanism. The chair shall have an adjustable seat height with pneumatic lift or equivalent mechanism, a comfortable seat upholstered with fabric or PU leather as per approved sample, and durable imported-quality mesh (Boho, Merryfair, Euro or equivalent). The chair shall be equipped with a strong metal frame/base with powder-coated or stainless-steel finish. Colour and finishing shall be as selected and approved by the Architect/Bank Authority. The rate shall include all necessary materials, accessories, transportation, labour and installation to complete the work in all respects.	nos	16		
Sub Total					
GRAND TOTAL					

Community Bank Bangladesh PLC
General Services Division

Proposed Furniture layout
Head Office, Level-10
Community Bank Bangladesh PLC

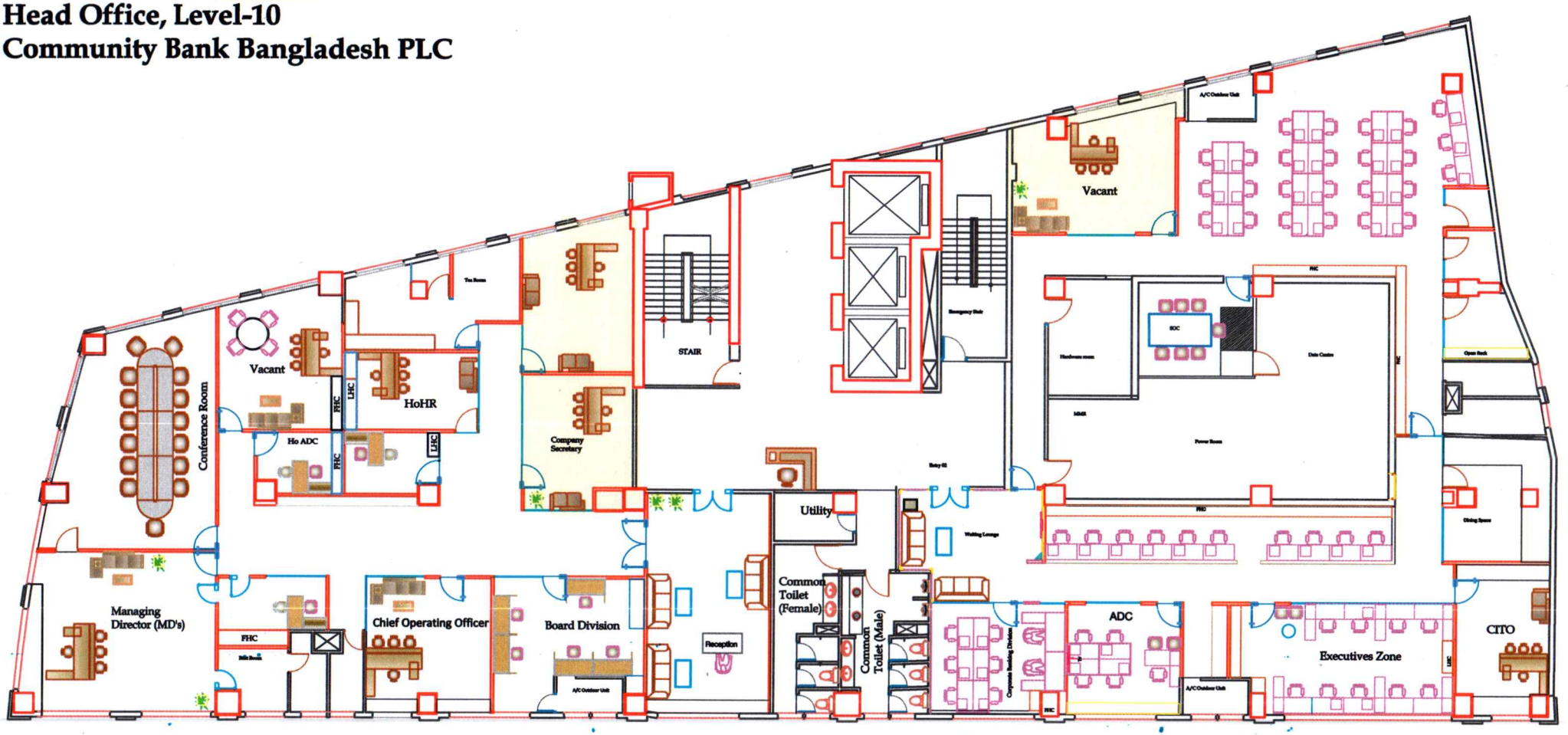


10TH FLOOR PLAN (West Side)

10TH FLOOR PLAN (East Side)

Community Bank Bangladesh PLC. * Head Office Dhaka

Existing Furniture layout
Head Office, Level-10
Community Bank Bangladesh PLC



10TH FLOOR PLAN (West Side)

10TH FLOOR PLAN (East Side)

Community Bank Bangladesh PLC. * HEAD OFFICE *