

General Services Division  
Head Office, Dhaka

Date: July 2, 2024

**Tender Title:** "RFQ (Request for Quotation) for Proposed ATM Booth at Saidpur Railway SP Office, Saidpur".

**Tender Ref:** "(CBBPLC/GSD/RFQ/2024/0047)"

Dear All,

Greetings from Community Bank Bangladesh PLC.!!

Community Bank Bangladesh PLC is the 59<sup>th</sup> Schedule Bank of Bangladesh. For set up an ATM Booth at Saidpur Railway SP Office, Saidpur, structural as well as interior works are needed to be done at the said location. BOQ, site photographs are attached herewith as your ready reference.

Relevant potential vendors shall be eligible for submission of their financial offer.

You are requested to submit (HARD COPY) your offer in a closed envelope as per specification within 12.00 P.M. on **July 11, 2024**.

**A. General Terms and Conditions:**

- 1) **Financial Offer/Price/Quotation:** The quoted price should include applicable VAT. The rate shall be as per Government circular
- 2) **Work Location/Delivery Place:** Saidpur Railway SP Office, Saidpur.
- 3) **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.
- 4) **Price/Financial offer Submission:** The bidder shall have to submit the price in their Company Pad and Envelope.
- 5) **Purchaser's Right:** The Purchaser reserves the right to accept/ cancel/ reject any or all offer without assigning any reason. 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.
- 6) **Bid Submission/ Closing Date:** The Quotation shall have to the submit below mentioned address: Chairman Purchase Committee, General Services Division 12<sup>th</sup> Floor, Community Bank Bangladesh PLC, Police Plaza Concord, Tower-2, Road-144, Plot-02, Gulshan-01, Dhaka by 12.00 PM (Bangladesh Standard Time) **July 11, 2024**. The purchaser reserves the right change the Time schedule at any time.
- 7) **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 Proposed ATM Booth at Saidpur Railway SP Office, Saidpur. RFQ: "(CBBPLC/GSD/RFQ/2024/0047)" in top of the Envelope.
- 8) **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 Service Level Agreement (SLA)/ Work Order (WO).



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- 9) **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.
- 10) **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).

**B. Financial Terms & Conditions:**

- 11) Quoted Price must include material, labor and service charges as per attached price format.
- 12) Delivery lead-time will be as per site and Bank requirements.
- 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.
- 14) Detail Technical Specifications along with country of origin must be mentioned in the offer and all the relevant documents including Catalog and Brochures must be attached with offer. If the Tenderer is an authorized dealer/distributor of the said product they will provide the document of dealership/distributorship of the Manufacturer.
- 15) Following papers/documents must be sent with the proposal (if submitted earlier, will not be require to resubmit):
- Valid Trade License
  - Bank solvency certificate/documents (If applicable)
  - VAT Registration certificate
  - Up-to-date TIN certificate
  - Up-to-date copy of TAX payment receipt
  - Client list with goodwill certificate (If available)
  - Experience certificate (If available)
- 16) Mode of Payment is to be mentioned in the offer. Community Bank Bangladesh PLC discourages advance payment if not necessary. **No advance payment will be allowed for mobilization of works. 10% of the actual payable bill shall be retained at Head Office for 01 (one) year after completion of the works as free service period.**
- 17) Please contact undersigned for any types of clarifications in regard to products/services/works related clarifications only.

Mentionable that, if the scope of works and your company type does not match with our requirement, you need not to submit any offer in this regard. In case, any terms & conditions is not compatible with the Tender Process, they may be relaxed.

Regards



(SM Shahin Iqbal)  
VP & Head of General Services Division  
Community Bank Bangladesh PLC.





Community Bank  
• Trust • Security • Progress

**Summary of Price Quotation for Proposed ATM Booth at Saidpur Railway  
SP Office.**

Sl.	Description of works	Amount in BDT (including VAT & Tax)
1	Main Structure construction works	
2	Internal & External works	
3	Electrical works	
4	Paint works	
5	Miscellaneous works	
6	Glass partition and finishing works	
<b>Grand Total</b>		

In Word:

Signature of the contactor  
with seal & date



*[Handwritten signature]*



**BOQ for Proposed ATM Booth at Saidpur Railway SP Office**

Item	Description	Unit	Quantity	RATE (including Vat -15% + Tax)	Total (Quoted Price)
<b>A. Main Structure Construction Works</b>					
1	Site Preparation, Dismantling & Cleaning Works :(Existing to Proposed Layout ).	job	1		
2	Soil Cutting work: working instrument, labor supply & work complete as per requirement of design	cft	320		
3	Sand filling work: working instrument, labor supply & work complete as per requirement of design	cft	350		
4	3" flat brick soling works at plinth level	sft.	180		
5	Sub soil peripheral Brick Wall (10") boundary works upto plinth level (depth approx 2'-0'): Bricks, sand, cement, working instrument & labor including material work complete as per requirement.	cft	90		
6	Cement concrete work (3" depth) : In 1:3:6 mix proportion in slabs on plinth level using 20mm down graded brick chips, medium sand (F.M. 1.5) and cement including compacting and curing, etc. all complete as per drawing, specification and instruction of the Engineer-in-charge.	cft	100		
7	RCC works for Column & Beam Including Shuttering: (4x16mm Dia Main Rod & 10mm Dia Ring) 60g rod, 24 nos wire, working instrument & labor; supply including material work complete work complete Deformed high strength reinforcing steel {A 615 having FY Min. 415 Mpa (60 Ksi)} work of any size with standard round bars including supply of 24 BWG black wire, straightening fabrication, bending removal of rusts protective coating, if any,, and loose scale and proper placement in position in all floors as per drawing and instruction of the Engineer-in-charge.(Management will be given as per standard weight of ASTM specification). (BSRM/Equivalent)	cft	90		
8	RCC works for Slab & Lintel Including Shuttering: (10mm Dia Rod Double Layer) 60g rod, 24 nos wire, working instrument & labor; supply including material work complete work complete Deformed high strength reinforcing steel {A 615 having FY Min. 415 Mpa (60 Ksi)} work of any size with standard round bars including supply of 24 BWG black wire, straightening fabrication, bending removal of rusts protective coating, if any,, and loose scale and proper placement in position in all floors as per drawing and instruction of the Engineer-in-charge.(Management will be given as per standard weight of ASTM specification). (BSRM/Equivalent)	cft	80		
<b>Sub-Total Amount in BDT for Main Structure construction works =</b>					

**BOQ for Proposed ATM Booth at Saidpur Railway SP Office**

Item	Description	Unit	Quantity	RATE (including Vat -15% + Tax)	Total (Quoted Price)
<b>B. Internal &amp; External Works</b>					
1	<b>Brick Wall (5") work:</b> Bricks, sand, cement, working instrument & labor including material work complete as per requirement.	sft.	480		
2	<b>Mirror Polish Tiles (Local, Best Quality) (2'x2')</b> : Tiles, sand, cement, working instrument & labor; supply including material work complete as per design.	sft.	150		
3	<b>Pavement Tiles:</b> Tiles, sand, cement, working instrument & labor; supply including material work complete as per design,	sft	30		
4	<b>Plaster works (1:4):</b> Sand, cement, working instrument & labor supply including material, work complete as per design	sft.	1,200		
<b>Sub-Total Amount in BDT For Internal &amp; External civil works =</b>					
<b>C. Electrical Works</b>					
1	<b>LED PANEL LIGHT FITTING</b> Foreign made approved type down light shade [reflector] with minimum 12 watt 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. [CONCEALED / SURFACE MOUNTED - 6"X6" SIZE], Brand: ENERGYPAC /TACHI/OPEL/ENERGY+	NOS	6		
2	<b>PVC PIPE/PVC Flexible pipe /PVC Channel WORKS</b> Supplying, fitting and fixing of following water grade PVC pipes orPVC channel with necessary group cutting, bend,joint box, ceilling rose ,clamp,fixing materials and other accessories to complete in all respect as per design drawing and direction of authority.				
i)	PVC pipe ¾" dia	Rft.	100		
ii)	PVC pipe 1" dia	Rft.	100		
iii)	PVC pipe ¾" dia Flexible pipe	Rft.	150		
3	<b>Cables Works</b>				
i)	1x 1.5 rm BYA Light wiring(BRB)	Rft.	328		
ii)	1x 2.5 rm BYA power wiring(BRB)	Rft.	500		
iii)	1x 4 rm BYA AC wiring (BRB)	Rft.	300		
iv)	1x 10 rm BYA Main line wiring (BRB)	Rft.	600		
v)	(2.5) RE BYA(Green) wire(BRB)	Rft.	328		



**BOQ for Proposed ATM Booth at Saidpur Railway SP Office**

Item	Description	Unit	Quantity	RATE (including Vat -15% + Tax)	Total (Quoted Price)
4	<b>ELECTRICAL SOCKET OUTLETS</b> Supplying, fitting and fixing 240V, single phase following socket outlet in/c wiring conceals/surface with necessary wiring through water grade PVC pipe/channel or required size in/c supply of switches, switch box, ebonite cover, ceiling rose etc. Complete in all respect in/c testing & commissioning, as per design, drawing and direction of Authority. 32 amp, 3 pin round socket for AC.				
i)	5A,3 Gang (1way) Switch	Pcs.	3		
ii)	20 AMP DP Switch	Pcs.	2		
iii)	10A, 2 Pin Scket	Pcs.	2		
iv)	15A, 3 Pin Scket Round Scket	Pcs.	2		
v)	13A, 3 Pin Scket Multi Scket	Pcs.	8		
vi)	Mk Steel Bos(3"x3"x2")	Pcs.	20		
5	<b>MCCB/MCB's</b> 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 design, drawing and direction of Authority.				
i)	SD Board(Havels size 12" x 16")	Pcs.	1		
ii)	10 ~32 AMP SP MCB (Legrand from Energypac)	Pcs.	6		
iii)	63 AMP DP MCB (Legrand from Energypac)	Pcs.	1		
6	<b>EARTHLING ARRANGMENT(0 to 0.5 volt):</b> Supplying and installation of 150' depth 1-½" dia G.I. pipe earth electrode by tube well sinking method including of 2 SWG HDDB earthling lead from the bottom of earth electrode to the earthing bar of distribution board. Making an earth inspection pit of size 20" x 20" x 18" inside clear. Bottom of pit shall be ½" thick B.C.C. work and four side wall shall be 5" thick brick wall with 1" plastering and 3" thick R.C.C. cover slab. The top end of the electrode shall be 6" above from the bottom C.C. work. Complete in all respect in/c testing & commissioning etc. all per existing samples, choise, design, drawings, directions and ful satisfaction of the consulting architect/Bank Authority. <b>Note:</b> 1. Voltage between neutral and earth [Inductive voltage] must be less than 1 volt. 2.The total arrangement must be theft proof as per site condition.	Nos	1		
<b>Sub-Total Amount in Tk. For electrical works =</b>					



**BOQ for Proposed ATM Booth at Saidpur Railway SP Office**

Item	Description	Unit	Quantity	RATE (including Vat -15% + Tax)	Total (Quoted Price)
<b>D. Paint Works</b>					
1	<b>ACRYLIC EMULSION PAINT (walls, board))</b> Providing and applying Acrylic Emulsion paint finish to Plaster surfaces of approved make, best quality, colour, texture and shade delivered from authorized local agent of the manufacturer in a sealed container, in two coats (surface and finish acceptable to the Bank must be achieved by the contractor within two coats and any additional coats if required shall be at the cost of the contractor), including preparing existing surfaces	sft	600.00		
2	<b>Weather Coat Painting works (to outside walls)</b> Providing and applying Acrylic Emulsion paint finish to Plaster surfaces of approved make, best quality, colour, texture and shade delivered from authorized local agent of the manufacturer in a sealed container, in two coats (surface and finish acceptable to the Bank must be achieved by the contractor within two coats and any additional coats if required shall be at the cost of the contractor), including preparing existing surfaces	sft	600.00		
				<b>Sub-Total Tk. for Paint works =</b>	
<b>E. Miscellaneous Works</b>					
1	<b>PVC DOOR MAT</b> Supplying, fitting and fixing best quality imported PVC mat [Dust catcher] complete in all respect as per direction of Consultant / Bank Authority.	sft	20.00		
2	<b>SS Basket (BIN)</b>	NOS	1.00		
3	<b>Guard Tool: SS Structure with rexin</b>	NOS	1.00		
4	<b>UPS Cabinet:( Depth-3'-0")</b> Supply,Fitting & fixing of full height cabinet Built-in-self made by 18mm melamine board with best quality hardware materials etc.	sft.	10.00		
				<b>Sub-Total Amount in Tk. For Miscellaneous works =</b>	



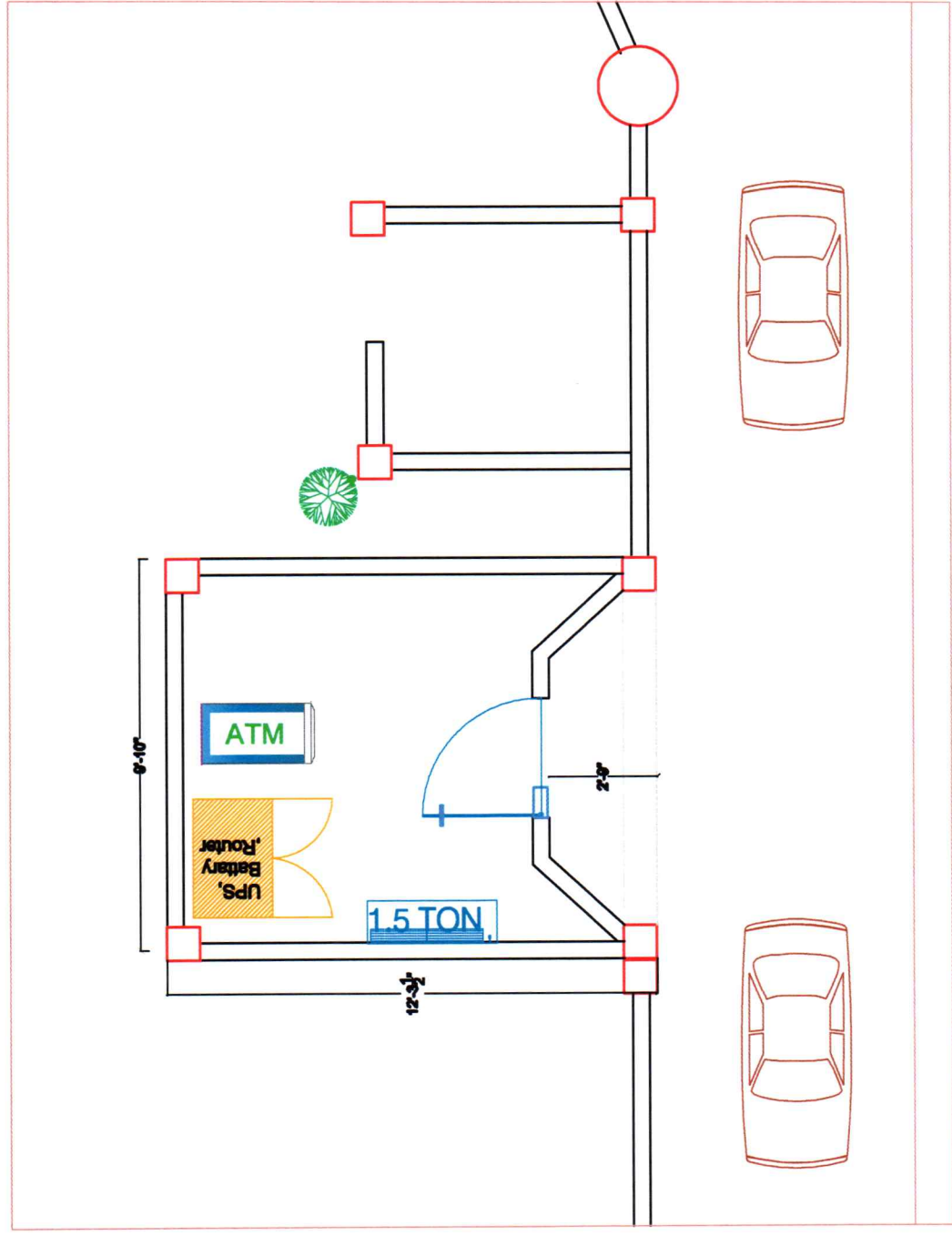
Community Bank Bangladesh PLC.  
Head Office Dhaka

**BOQ for Proposed ATM Booth at Saidpur Railway SP Office**

Item	Description	Unit	Quantity	RATE (including Vat -15% + Tax)	Total (Quoted Price)
<b>F. Glass Partition and Finishing Works</b>					
1	<p><b>Aluminium Composite Panel Work:</b> Supply, Fabrication and Installation of 4.0 mm PVDF (Fluorocarbon paint finish) coated Aluminium composite panel of approved color and quality, cladded on standard and necessary aluminium or galvanized framing with all necessary accessories. All complete as per design, direction and full satisfaction of the Engineer in charge/Bank authority. Materials Specification: Thickness : 4.0 mm(Aluminium Core 0.5mm + Anti toxin (PE)Core 3.0mm + Aluminium Core 0.5mm); Frame: 46.0mmx20.0mm Aluminium rectangular box (Mill finish); Fitting angel : 20.0mm x20.0mm (Bronze),Thickness: 1.2mm</p>	sft	96.00		
2	<p><b>TEMPERED GLASS DOOR</b> Supplying, fitting and fixing imported Frameless Tempered Glass Door having 10 mm thickness with all foreign made hardware of best quality available viz. Stainless steel handless concealed auto-closer, stopper, locking arrangement complete in all respect as per design, drawing and direction of Architect/Authority. Size : 3'-0" W X 7'-6" or Custom Size</p>	Nos	1.00		
3	<p><b>PVC BOARD CEILING:</b> Supply, fitting &amp; fixing of 600mm X600mm X 15 mm PVC board (China) false ceiling over powder coated T-bar of section 25mmx38mm and L-angle of section 25mmx25mm at edges, at 600mmx600mm grid suspended ceiling by rowel plug iron angles 12 SWG G.I. wire, screws, hooks, nails etc. maintaining straight lines and desired finished level at bottom face with vertical or beams by electric drill machine damage if any during the materials, accessories, scaffolding, labor for installation etc. all complete as per Bank standard and full satisfaction of the Bank authority.</p>	Sft	150.00		
<b>Sub-Total Amount in Tk. For glass partition and finishing works =</b>					
<b>Grand Total =</b>					

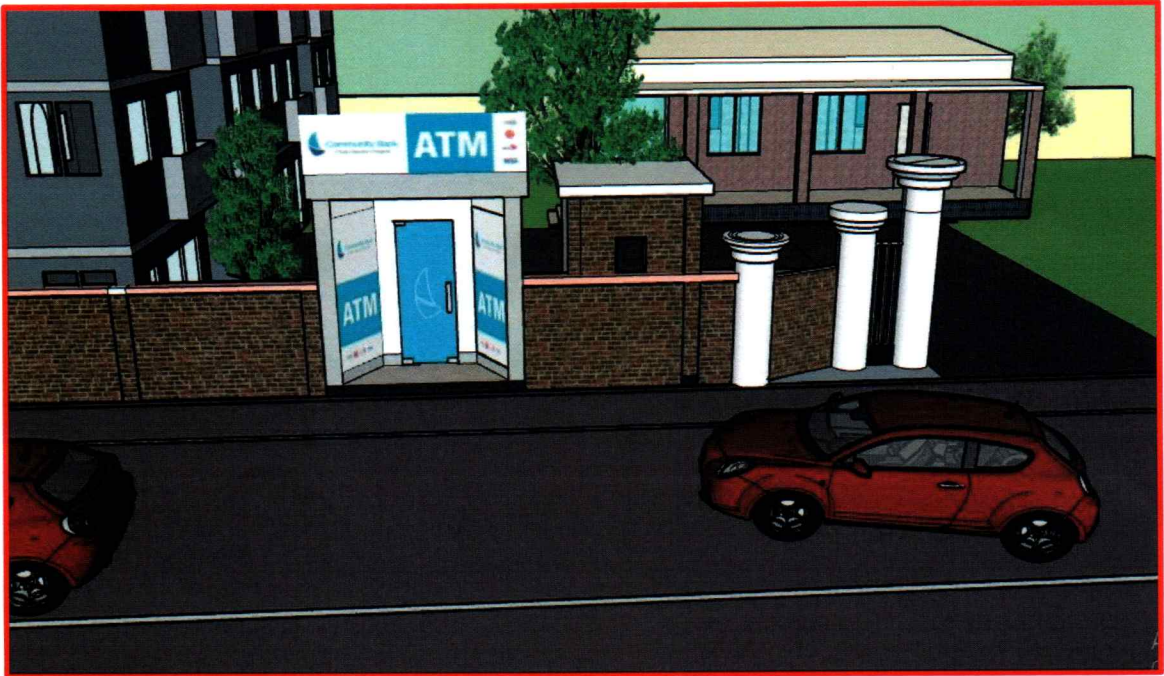






<b>I PROJECT I</b> Proposed Saidpur SP Office ATM Booth	<b>I DRAWING I</b> General Services Division Community Bank Bangladesh PLC.	<b>I Approved By I</b>	<b>I DRAWING TITLE I</b> lay-out Plan	<b>I DATE I</b> 23-06-2024	<b>I PAGE NO I</b> A-00
<b>I CLIENT I</b> Community Bank Bangladesh PLC.			<b>I SCALE I</b> Fit to scale		





Community Bank Bangladesh PLC.  
Head Office, Dhaka







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