

Ref: MMBL/HO/CSD/RFQ/2026/07/0120

19th July, 2026

Subject: **Request for Quotation (RFQ) for Partial Renovation and Rearrangement of Both Division, Level-8,
Head Office, Gulshan, Dhaka.**

Dear Sir,

Greetings from Modhumoti Bank PLC. !!

As per the decision of the Management and the Finance & Accounts & Treasury Division, Modhumoti Bank PLC. Intends to undertake the partial renovation and rearrangement of the seating layout of the Booth Division located on Level-8, Khandaker Tower, Head Office, 94 Gulshan Avenue, Dhaka.

In this regard, you are requested to conduct a site visit and submit your financial proposal (BOQ) in accordance with the attached BOQ schedule (soft copy). The floor layout plan, BOQ, and site location details are **enclosed** for your reference.

Project Information

Project Location:

Modhumoti Bank PLC. – Head Office (Level-8)
Khandaker Tower
94 Gulshan Avenue, Dhaka

Approximate Renovation Area: Approximately 2,000 SFT. Approximately (or as per actual site requirements)

Contact Person:

Bahadur Miah
First Assistant Vice President (FAVP), CSD
Mobile: 01717-220441

General Terms and Conditions:

1. Purchaser's Rights: Modhumoti Bank PLC. reserves the right to accept, reject, or cancel any or all quotations without assigning any reason. The Bank is under no obligation to accept the lowest-priced quotation or any quotation received. The Bank may share bidders' responses with its advisors and relevant business units for evaluation purposes. The Bank also reserves the right to negotiate with one or more bidders before awarding the work or to accept any bid without negotiation.

2. Bid Submission Deadline: The sealed quotation should be addressed to:

Chairman, Purchase Committee
Modhumoti Bank PLC.
Front Desk, 7th Floor
Khandaker Tower
94 Gulshan Avenue, Dhaka

The quotation must be submitted no later than **5:00 PM (Bangladesh Standard Time) on 22 July 2026**. Quotations received after the deadline may be rejected. The Bank reserves the right to amend the submission schedule at its sole discretion.

3. Required Contents of the Quotation: The quotation must comply with the following requirements:

- The proposal must be addressed to the Chairman, Purchase Committee, Modhumoti Bank PLC.
- The proposal must be signed and dated by the authorized representative of the bidder.
- The BOQ should be complete and comprehensive. Additional bills arising from omitted items will generally not be accepted.
- Any additional work beyond the approved scope must receive prior written approval from the competent authority before execution.

4. Quotation Validity: The quotation shall remain valid for 60 (sixty) calendar days from the quotation submission deadline.

5. Disqualification: Any attempt to influence the evaluation process, submission of misleading information, manipulation of the bidding process, or failure to submit the quotation within the stipulated time shall result in disqualification.

Commercial Terms and Conditions:

- a. The quoted price shall be inclusive of all applicable VAT, Tax, transportation, delivery, loading, unloading, and any other associated charges.
- b. All works shall be executed in coordination with the Common Services Division (CSD) at Modhumoti Bank PLC. Head Office.
- c. The project must be completed within 20 (twenty) calendar days, including weekends and public holidays, or within the timeline specified by the Bank.
- d. A penalty equivalent to 1% of the total Work Order/Purchase Order value per day shall be imposed for delays beyond the agreed completion period. In the event of any unavoidable circumstances beyond the supplier's control, the supplier must notify the Bank in writing before the expiry of the delivery period. The Bank may consider an extension if the justification is found acceptable.
- e. If any supplied materials or completed works fail to meet the required specifications, approved samples, quality standards, or quantities, the Bank reserves the right to reject them. The supplier shall replace the rejected items at its own cost within the timeframe agreed upon by both parties.
- f. The supplier shall be solely responsible for any technical, financial, or physical damage, including injury to persons or damage to Bank property or third-party property, arising during the execution of the work. All such losses shall be fully compensated by the supplier within 30 days.
- g. The mode of payment shall be specified in the Work Order as per Bank's Procurement policy.
- h. 10% of the total Work Order value shall be retained as Security Money and released in accordance with the Bank's policy upon satisfactory completion of the project.
- i. Selected vendor must be must be a technical supervision to monitor the site.
- k. Modhumoti Bank PLC. reserves the right to cancel the RFQ, Work Order, or Purchase Order at any stage without assigning any reason. However, where applicable, the Bank may consider compensation for verified expenses incurred by the supplier, subject to submission of satisfactory supporting documents.

We look forward to receiving your competitive quotation within the stipulated deadline.

With Kind Regards,



S. M. Shahin Iqbal

Member Secretary, Purchase Committee
Vice President & Head of Common Services Division



Ref: No: MMBPLC /HO/CSD/RFQ/2026/07/0120

Date: 19th July, 2026

**Boq for Interior decoration "Fit out, Furniture, Electrical, Lighting & Cabling, and Miscellaneous"
Works at level-8 of Head Office, Modhumoti Bank PLC. (Specially TSD & FAD)**

SI	Details	Amount (TK)
A.	Civil Work	-
B.	Paint work	-
C.	Partition & Wall Design Work	-
D.	Ceiling Work	-
E.	Electrical Work	-
F.	Furniture- Table, workstation, cabinet etc	-
Total Amount (Tk.)=		-

In Word:

Only

Siganature Authorised Person with Seal





BOQ for Interior decoration "Fit out, Furniture, Electrical, Lighting & Cabling, and Miscellaneous" Works at level-8 of Head Office , Modhumoti Bank Plc.**A. Civil Work**

SL	Particulars	Qty.	Unit	Rate (including VAT & AIT)	Total amount
	<u>Dismantling works with debris out</u>				
1	i) Opening of Existing aluminium & glass partition	120.00	Sq.ft		-
	ii) Opening of Existing 10mm tempered glass Door	3.00	nos		-
	iii) Breaking of existing Gypsum Board Partition & False Ceiling	700.00	Sq.ft		-
	Sub Total Tk.				-

B. Paint Work

SL	Particulars	Qty.	Unit	Rate (including VAT & AIT)	Total amount
1	<u>PLASTIC PAINT of Wall & Ceiling (Brand- Berger/ Elite)</u> Painting work with 2 coats of plastic paint of approved colour and quality over a coat of primer seal including cleaning the surface, rubbing by pumice stone, sand papering, synthetic putty and necessary scaffolding for all floors etc. all complete as per design, direction and full satisfaction of the Architect / Engineer/Bank authority.	1,200.00	Sq.ft		
	Sub Total Tk.				-

C. Partition & Wall Design Work

SL	Particulars	Qty.	Unit	Rate (including VAT & AIT)	Total amount
1	<u>10 mm Glass Partition work with New "U" Chanel Re-Installment</u>	200.00	Sq.ft		
2	<u>10mm Temper Glass Door Re-Installment with NEW FITTINGS</u>	3.00	Sq.ft		
3	<u>Low Height Fabric Office Partition – 50 mm Thick:</u> Supplying, fabricating, fitting and fixing of 50 mm thick low-height partition made of aluminium/MS frame, finished with approved fabric on both sides over MDF/particle board backing, including internal infill, edge trims, brackets, screws and all necessary accessories, complete as per approved drawing and sample.	168.00	Sq.ft		
4	<u>10 mm Glass Partion work with S.S "U" Chanel</u> Supply, making, fitting, fixing & installation of 10mm float glass (clear) polished edge on ¾" Stainless steel "U" section of (as per approved sample) with gasket, ss screws all completed as per design and direction of the Architect/ Engineer/Bank authority.	200.00	Sq.ft		
5	<u>Drop Wall for Glass Partition</u> Supplying fitting & fixing of 3" thick particle board partition made of garjan wooden frame (2"x1.5" section) with 3" screw on floor & Ceiling and both side ½" thick plain particle board (Star particle/Partex)/ commercial veneer particle board (Star particle/Partex fittings with nail @ 24" c/c vertical members and at least 2'c/c horizontal. All board surfaces must be level with each other and on the same plane. In case of electrical and IT conduit laying if the frame is weakened another extra vertical and horizontal wooden member has to be placed within 6"-8" spacing. The boards must meet edge to edge at 2'c/c.	150.00	Sq.ft		
6	<u>Particle Board Partition with 6" Pvc skirting</u> Supplying fitting & fixing of 3" thick particle board partition made of garjan wooden frame (2"x1.5" section) with 3" screw on floor & Ceiling and both side ½" thick plain particle board (Star particle/Partex)/ commercial veneer particle board (Star particle/Partex fittings with nail @ 24" c/c vertical members and at least 2'c/c horizontal. All board surfaces must be level with each other and on the same plane. In case of electrical and IT conduit laying if the frame is weakened another extra vertical and horizontal wooden member has to be placed within 6"-8" spacing. The boards must meet edge to edge at 2'c/c.	160.00	Sq.ft		
	Sub Total Tk.				-

D. Ceiling Work

SL	Particulars	Qty.	Unit	Rate (including VAT & AIT)	Total amount
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BOQ for Interior decoration "Fit out, Furniture, Electrical, Lighting & Cabling, and Miscellaneous" Works at level-8 of Head Office , Modhumoti Bank Plc.

1	MINERAL BOARD CEILING (Only Board Supply and Installation charge).	500.00	Sq.ft		
				Sub Total Tk.	-

E. Electrical Work

SL	Particulars	Qty.	Unit	Rate (including VAT & AIT)	Total amount
	PVC PIPE WORK				
	A. CONCEALED / EXPOSED CONDUIT				
1	Supply and laying of following water grade PVC pipe exposed on false ceiling/Tray with galvanized saddle/hanger as per routing shown in the drawing, specification and direction. The rate shall be inclusive the cost of accessories such as bends, tees, sockets, circular boxes, pull wire, groove cutting etc. all complete as per design and direction and full satisfaction of Engineer in charge.				
	1" dia PVC Pipe	150.00	R.ft		
	3/4" dia flexible Pipe	150.00	R.ft		
	CABLE WORK				
2	A. Supply & installation including termination of PVC insulated or PVC sheathed <u>single core BRB cable</u> including all accessories of the following sizes etc. all complete as per design and direction and full satisfaction of Engineer in charge.				
	1C X 1.5 mm BYA cable	2.00	Coil		
	1C X 2.5 mm BYA cable	2.00	Coil		
	1C X 1.5 re BYA cable	1.00	Coil		
	LIGHT FITTINGS				
3	PL LIGHT shade Supply, fitting & fixing imported 23W energy saving down light including conceal type shade of approved quality with all other imported accessories etc. all complete as per direction and full satisfaction of Engineer in charge. (Energy pac/ Super Star)	10.00	Nos.		
4.	SWITCHE & SOCKET				
a	<u>Supply & Installation 3 Gang Switches</u> 10Amp with imported Brand. (Legrend/super star brand)	4.00	pcs		
c	Supply & Installation 16Amp 2-Pin Switch Socket outlet. (MK/super star brand)	4.00	Nos		
d	Supply & Installation 6Pin Multi socket -super star	6.00	Nos		
6.	<u>Dismantalling Works All Electric Item</u>	1.00	Job.		
				Sub Total Tk.	-

F. Furniture- Table, workstation, cabinet etc

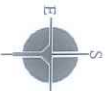
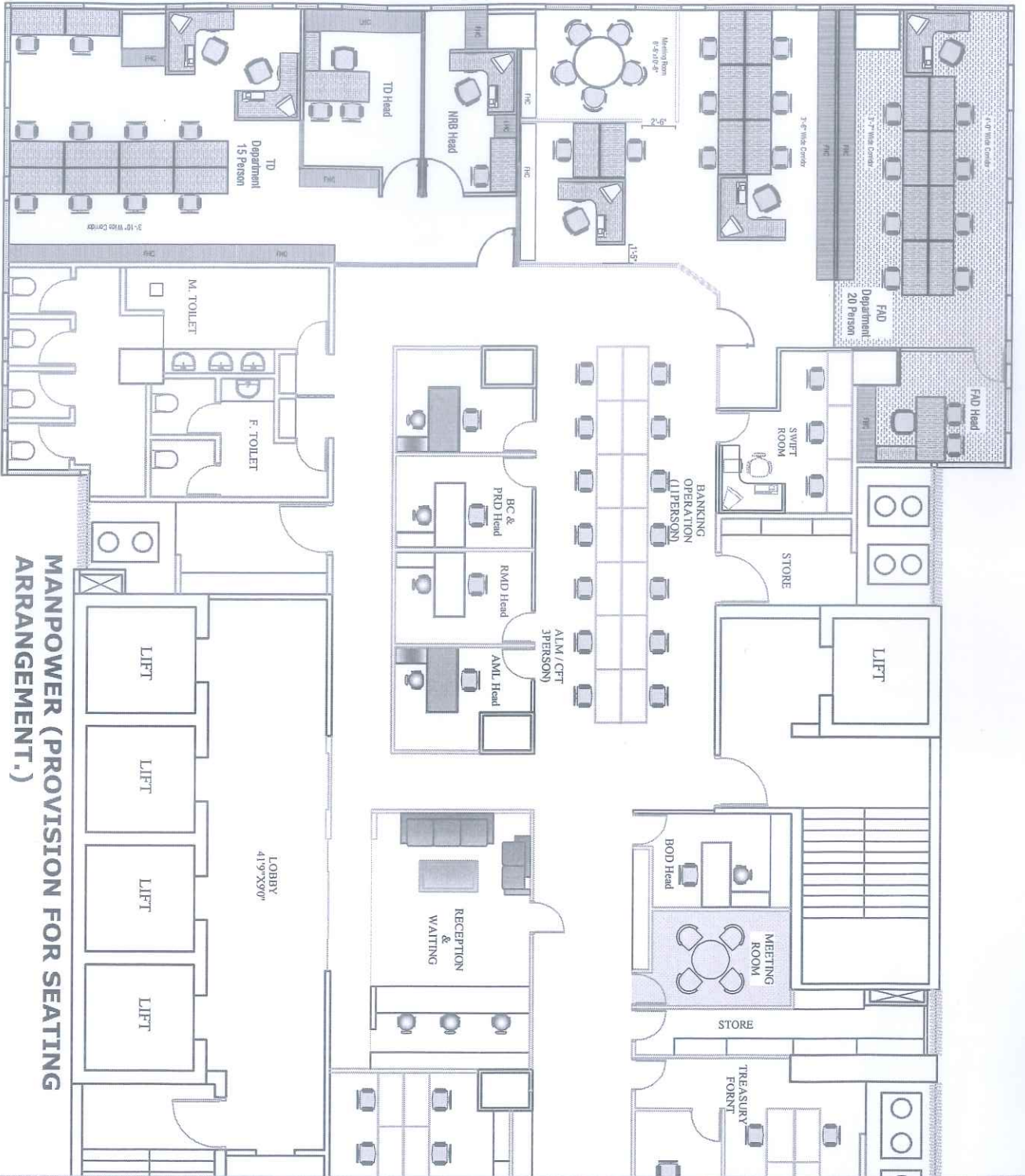
SL	Particulars	Qty.	Unit	Rate (including VAT & AIT)	Total amount
1	Meeting Table (2'-0" radius round) made by melamine Board with SS Base & SS Stand as per Sample.	1.00	nos		
	<u>Meeting Chair</u>	4.00	nos		
1	<u>Executive Table (Side by Side)</u>	2.00	nos		
2	<u>Workstation Table Open</u>	15.00	nos		
3	<u>Workstation Table fitting</u>	11.00	nos		
4	LOW HIEGHT CABINET Supplying, fitting and fixing/placing in position low height cabinet as per site condition made by edge bonded laminated board (Brand- Ahamed/equivalent) of approved colour & thickness as front leaf, sides, top, middle shelves, bottom, back etc, in/c cost of all materials, accessories, special hardwares complete in all respects as per design, drawing and direction of Bank Authority. (Same as Corporate Head office, Dhaka.)		Sft		



BOQ for Interior decoration "Fit out, Furniture, Electrical, Lighting & Cabling, and Miscellaneous" Works at level-8 of Head Office , Modhumoti Bank Plc.

5	FULL HIEGHT CABINET Supplying, fitting and fixing/placing in position full height cabinet as per site condition made by edge bonded laminated board (Brand- Ahamed/equivalent) of approved colour & thickness as front leaf, sides, top, middle shelves, bottom, back etc, in/c cost of all materials, accessories, special hardwares complete in all respects as per design, drawing and direction of Bank Authority.	724.00	sft		
Sub Total Tk.					-





LEVEL-8 FLOOR LAYOUT PLAN