



Social Islami Bank PLC.
Logistic Support Division
 Head Office, City Center
 90/1, Motijheel C.A. Dhaka

Ref: SIBL/HO/LSD/2024/1947

Dated: 01.10.2024

Sub: Invitation of Tender for Bill of Quantity (BOQ) for Internal construction, Interior & exterior decoration, branding, Furniture-fixture, IT Networks, Electrical & Electronics and other related works for Renovation & re-arrangement of seating capacity of Training Institute at City Center (Level-22), Head Office, 90/1, Motijheel C/A, Dhaka of the Bank.

Social Islami Bank PLC invites sealed Tenders from the bona fide Bangladeshi vendors/Supplier/Contractor having wide experience for Internal Construction, Interior & exterior decoration, branding, Furniture-fixture, IT Networks, Electrical & Electronics and other related works for **Renovation & re-arrangement of seating capacity of Training Institute at City Center (Level-22), Head Office, 90/1, Motijheel C/A, Dhaka of the Bank.**

A. Terms & Conditions :

1	Name of the Bank	Social Islami Bank PLC.
2	Procuring Entity Name	Logistic Support Division
3	Invitation for tender (IFT)	Internal Construction, Interior & exterior decoration, branding, network, electrical and other related works
4	Name of Project	Renovation & re-arrangement of seating capacity of Training Institute at City Center (Level-22), Head Office, 90/1, Motijheel C/A, Dhaka.
5	Reference Number & Date	SIBL/HO/LSD/2024/1947 dated 01.10.2024
6	Procurement Method	Open Tendering Method
7	Source of Fund	Social Islami Bank PLC
8	Eligibility of Bids	<ul style="list-style-type: none"> • Bidder shall pose his own office and trained & experienced manpower to implementation of design, Construction, interior & exterior decoration, Furniture-Fixture and IT LAN Works etc. • Company Profile Compiling all documents, proof of experience, (related copies of work orders etc. to evaluate their credibility and eligibility) • The bidder must have experience in related field minimum for 2 years. • Completion Certificate of Work Order valuing Tk.50 Lac for Bank Head Office/Branch, • Work Completion Certificate with Private Commercial Banks Minimum 2 (Two). • Bidder has the capacity for repairing or replacing any items without any cost within the warranty period (Warranty Period 1 Year). • The bidder should have capable for 24/7 Support, Services and Communication facility. • Valid Updated Trade License (c) VAT Registration Certificate • Income Tax Certificate • Officially communicable valid email address • Must have infrastructure of architect job with efficient Technical Team to execute the work within the stipulated time • Vendor should submit as build drawing of Electrical, Network, Furniture Layout, etc. (CAD) and hard copy, Measurement Sheet With reference to the place of use of materials along with the final bill • Must have fill to out the rate column of this soft copy and must not edit any other cell contents and formulas. After quoting the rates for all items a soft copy of quotation in excel format must be submitted in Pen Drive in separate case strapping by tape with the printout copy with proper labeling of the company's name, bidder's, signature with date etc. • The Pen Drive may be opened immediately after the closing time of tender dropping of processing of the comparative statement so that the interested

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		<p>bidders who will remain present in the tender opening can be informed the entire message</p> <ul style="list-style-type: none"> The tender will directly be discarded if the bidder, (1) does any edit in this soft copy of schedule except quoting in rate column, (2) does not quote for all the scheduled items, (3) does not mention work completion day form the date of work order, (4) does not submit computer composed tender & (5) does not meet all other requirements for enlistment and term of this tender schedule The bidders shall have to put their hand and stamp on every page of the print out copy of his quotation on this schedule and all rates and amount quoted by the bidders shall be clearly readable. Total figure shall be quoted in words also. 			
9	Documents comprising the bid	<p>a. Vendor should submit the financial proposal on Letterhead pad as “Flag A”.</p> <p>b. Seal and signed copy of this BOQ as a proof of declaration to have read and understand the whole "Terms & Conditions" and abiding by it fully with no objections.</p>			
10	Composition of bid Price	<ul style="list-style-type: none"> ➤ Bidders shall quote the price including VAT and Tax in Bangladeshi Taka (BDT) for the items as per latest Government Rule. ➤ Bidders shall have to pay all kind of Security & utility bills during the construction and decoration period. 			
11	Registration of bidders & price of Tender Document:	Tender Documents will be issued to the intending bidders with a request letter and document price of Tk.1,000/- (One Thousand) only (nonrefundable) in the form of Payment Order of any Schedule Bank favoring Social Islami Bank PLC for each schedule on working days form LSD during office hours.			
12	Tender Security	Tk.50,000/- (Taka fifty thousand) only per lot in the form of Payment Order (Refundable) or The Bank Guarantee favoring “Social Islami Bank PLC” in the form of payment order from any scheduled Bank preferably from any branch of Social Islami Bank PLC must be submitted along with the Tender without which the Tender shall be rejected outright. The Tender Security will be returned after handing over the project.			
13	Name and address of the Office for receiving and opening of Tender Document	Senior Vice President & Head Logistic Support Division Social Islami Bank PLC. Level-29, City Centre, 90/1 Motijheel, C/A, Dhaka-1000			
14	Contact Details	Telephone No. 09612001122, Ext 50296, email: lsd@sibl-bd.com			
15	Last Date of Sale of Tenders	07/10/2024 to 15/10/2024			
16	Last date of Clarifications on queries if any	07/10/2024 to 14/10/2024			
17	Date of Submission of Tenders	The interested bidders shall have to submit the bid in this schedule with a forwarding in their respective letter head pad addressed to the SVP & Head, LSD, SIBPLC, HO.			
		Date	Start	Close	Opening Time
		16/10/2024	10:00 am	3:00 pm	3:30 pm
18	Date of Opening of Technical Bid	At 3:30 pm on the 16 th October 2024			
19	Date of Opening of Financial Bid	To be notified later			
20	Late Bids	Any bid received by the Bank after the deadline may be rejected and returned unopened to the bidder.			

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21	Tender Validity	Bid shall remain valid for a period of 90 days from the date of opening of technical proposals. In exceptional circumstances, prior to expiry of the original bid validity period, the Bank may request the bidder to extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing. A bidder agreeing to the request will not be permitted to modify its bid.
22	Evaluation of proposals	The Bank will choose the offer that will be more comprehensive and that conform the relevant required product. The Bank will carry out technical as well as financial evaluation according to the criteria of the Bank. Bank will give emphasis on quality and the richness of the mention works as well as experience of the vendor during evaluation.
23	Maintenance	All products/ items supplied/installed should be covered under standard mentioned warranty and maintenance unless specified within the detail specification. Price for such maintenance should be included in the bidding price.
24	Security Money	An amount equivalent to 10% (Ten) of final settled bill amount will be considered as security money. Security money amount will be deducted from the bill and retained up to the warranty period of the products. Security money will be returned after the stipulated one year warranty period. Security money may be forfeited in case of violation of warranty and or support issues within the stipulated warranty period.
25	Penalty	In case of failure or any kind of delay regarding delivery of the product within due time, vendor will be liable to pay @ Tk. 2000/-, as penalty, to the Bank for delaying each day after the due date. Upon reaching the penalty to 2.5% of total Notification of Award / Work Order, the performance security as well as the Notification of Award / Work Order may be forfeited on sending a letter to the vendor. However, Bank must be informed 7 days before for any foreseeable delay due to uncontrolled situation prior to exceed the delivery deadline which may be considered by the Bank if the situation justify such delay and the decision of the Bank will be final.
26	Product Delivery	Contractor has to execute the works at site own arrangement and own cost through maintaining standard safety, security and precaution measure.
27	Safety and Security	The safety and security of engineer, technician, and worker at the site is the responsibility of the vendor/contractor/supplier. In case of occurrence any accident, which causes of any damage/death of any person/lives or any asset owned by the bank and or by other parties, all responsibilities including compensation will shoulder to the vendor/ contractor/supplier.
28	Site Security & Utility	<ul style="list-style-type: none"> ❖ Site Security: The Contractor will deploy security people at his own cost for 24 hours safety and security of all types of materials, equipment and working people during execution of work. ❖ Electricity Supply: The Contractor at his own cost arrange temporary supply of electricity (from PDB or through own generator) at the site during execution of works and the electrician(s) must have their own license & it has to be shown to the Authority/ Consultant ❖ Water Supply: The Contractor at his own arrangement will make necessary water supply required for execution of the work.
29	Work Environment	Since it is renovation work, the vendor must be kept the site clean so that work environment does not hamper. Besides, most of the work have to be executed after office hour & in holidays.
30	Special Instruction	The Bank Authority reserves the right to - <ol style="list-style-type: none"> 1. Explain or clarify the terms of this tender notice in its own way, 2. Bring necessary changes in the notice 3. Increase or decrease the tender quantity



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		<p>4. Reject the lowest, 5. Reject any or all bids, 6. Select any bidder deems fit and proper by them The bank authority can perform all the above things without assigning any reason. The bidder/supplier shall have no right to challenge the decision of the Bank Authority in any court of law or to any arbitrator.</p>
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S/d
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