



General Services & Logistics Division
76 Motijheel C/A, Dhaka – 1000

Tender Schedule for civil & electrical works

In order to complete interior decoration works of **Head Office building (Level-6) 76 Motijheel C/A, Dhaka**, tenders in sealed cover are hereby invited from reputed and bonafide interior decoration firms as per following terms and conditions:

Sl. No.	Terms and Conditions
01	Schedule of the works will be available at General Services & Logistics Division, Head Office, (9 th Floor), 76 Motijheel C/A, Dhaka -1000 during office hour upon payment of Tk. 1,000.00 (Taka One Thousand) only (non-refundable) in the form of payment order favoring “Citizens Bank PLC.” from March 06, 2023 to March 12, 2023
02	Tender document is to be submitted under sealed cover as per schedule.
03	Tender Method: Single Stage Tendering Method (One -envelope system, i.e. the financial and technical components of a bid are combined in one single document.
04	5% of total quoted amount (refundable) in the form of Payment Order/bank guarantee (from any bank) to be submitted favoring “Citizens Bank PLC.” and must be enclosed with the Tender as earnest money of each specific work assignment . (Fraudulent practice regarding this matter will result into legal action from bank’s end).
05	<p><u>Eligibility of bidder(s):</u></p> <ul style="list-style-type: none"> • The bidder must have 03 (Three) years similar work experience in the Banking sector/Multinational Organization/Corporate Sector. • The bidder must have experience of min 03 (Three) nos. similar work in the last year. • Total completed similar work volume should not be less than Tk. 75 (Seventy-Five) Lac in the last year. • The bidder must have Site Engineer (Diploma in Civil Engg. & min 03 yrs experience in similar work) with relevant exposer and experience. • Electrical work must be carried out by an ABC Licensed Electrical Contractor. • The bidder must have skilled work force/set-up as regard to different interior decoration works for smooth functioning.
06	The quoted price of each item should be justified and there should not be a significant variation compared to prevailing market price.
07	The Bank reserves the right to accept or reject any or all tenders without assigning any reasons whatsoever and not bound to accept the lowest bidder.

*Terms & Conditions Apply

Head of General Services & Logistics Division