



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

### Tender Schedule for civil & electrical works

In order to complete interior decoration works of **Mouchak Branch, (including ATM Booth) 1<sup>st</sup> & 2<sup>nd</sup> Floor**, Siddique Shopping Complex, Mouchak, Kaliakoir, Gazipur tender 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 <sup>th</sup> Floor), 76 Motijheel C/A, Dhaka -1000 during office hour upon payment of Tk. 1,500.00 (Taka One Thousand Five Hundred) only (non- refundable) in the form of payment order favoring “Citizens Bank PLC.” from <b>November 26, 2023 to November 30, 2023</b>
02	Schedule is to be submitted in sealed cover as mentioned 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 bid 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 project . (Fraudulent practice regarding this matter will result into legal action from bank’s end).
05	<u>Eligibility of Tender:</u> <ul style="list-style-type: none"><li>• The bidder must have 03 (Three) years similar work experience in the Banking sector/Multinational Organization/Corporate Sector.</li><li>• The bidder must have experience of min 03 (Three) nos. similar work in the last year.</li><li>• Total completed similar work volume should not be less than Tk. 75 (Seventy-Five) Lac in the last year.</li><li>• The bidder must have Site Engineer (Diploma in Civil Engg. &amp; min 03 yrs experience in similar work) and Site Supervisor (HSC &amp; min 04 yrs experience in similar work).</li><li>• The bidder must have skilled work force/set-up as regard to different interior decoration works for smooth functioning.</li></ul>
06	The quoted price of each item should be justified and there should not be a large variation compared to current market price.
07	The Bank reserves the right to accept or reject any or all tenders without any reason what so ever and not bound to accept the lowest tender.

\*Terms & Conditions Apply

**Head of General Services & Logistics Division**