

**Tender Specification for Consultation fees for Interior Decoration related to Civil, Electrical & Sanitary works of Bank's proposed Tejgaon Link Road Branch, Dhaka.**

In order to complete details drawing & design for Interior Decoration related to Civil, Electrical & Sanitary works of Tejgaon Link Road Branch, as well as ATM Booth Tejgaon, Dhaka tender in sealed cover are hereby invited from reputed and bonafide interior Consulting firms as per following Specifications:

**Scope of the works:**

01. Making Furniture Lay-out Plan according to take physical measurement of the proposed premises. (A3 Color Print)
02. Making Electrical Conduit Diagram and SB point according to Furniture Lay-out Plan of the proposed premises. (A3 Color Print)
03. Making Air Conditioner and CC TV Plan according to Furniture Lay-out Plan of the proposed premises. (A3 Color Print)
04. Submission of multidimensional inner & outer 3-D color Image of the proposed premises and ATM Booth. (After approval Furniture Lay-out Plan from the Bank authority).
05. Submission of presentation at CZB Head office, Dhaka related to all type of 2-D and 3-D Modeling. (Presentation program may be several times according to requirement of the Bank Authority).
06. Submission of details working drawing related to interior/exterior drawings, such as: Civil, Electrical, Sanitary/Plumbing etc. (After approval all type of 2-D and 3-D drawings from the Bank authority). A3 Color Print
07. Submission of details sectional drawings, such as: Reception Desk, Any type of RCC/Wooden Counter Slab, Feature wall, False Ceiling etc. (A3 Color Print).
08. Submission of details BOQ Book for tendering the project and Minimum 6-Set BOQ Book will be submitted where Top page is color and inner page will be Black & White and Book binding with Rexine tape (Paper Size: A4, Paper Brand: *Double A*)
09. According to BOQ of the project a cost estimation must be submitted.

**10. Submission date: Financial proposal must be submitted with close envelope on August 28, 2025 at 12:00 pm.**

11. Basic Requirement of the floor:

SL	Particulars
1.	Branch Address: 191/01 Tejgaon-Gulshan Link Road, Dhaka. (1 <sup>st</sup> Floor)
2.	Floor Area: Branch Premises-5500 sft (Approx.) ATM Booth. 25-30 sft (Ground Floor)
3.	Basic requirement of the Branch: Vault room, Locker Room, Cash counter, Service Desk, sitting arrangement of the officials, lobby, Chamber for the Manager, Meeting Room and Desk of branch officials as per bank's requirement

**Terms and Conditions:**

- As a consultant for supervising the project regular site visit will 03 (Three) days in week during the works.
- Bank authority may visit the site at weekend day or any Govt. holy day and that day an Experienced Engineer/Architect must be attend at the site as a representative of the Consultant.
- As a consultant works progress report must be submitted every Sunday and also submitted an additional report due to make running bill against the works in favor of the respective vendor of the project.
- All type of materials of BOQ must be consider availability in the market.
- Drawing & Design will be fine & decent looks as a corporate Bank with a cost-effective way.
- The project will not exceed the expected budget of the Bank, which will be apply to the awarded bidder.
- **Consulting firms must have interior design experience at least 03 Branch's in different Bank's. Work experience certificate must be enclosed during submission of financial proposal.**
- **Bank will not allow more than 2% non-schedule bill from the total work-order amount of interior contractor.**

**Payment mood for Consultation:**

- Payment will be made in favor of Awarded Consulting firm.
- Partial payment may be made subject to satisfactory work progress of the project.
- VAT and IT will be deducted from the payment (Consultation fees) at source as per Government rules and regulations.

**Quoted fees for Consultation:**

<b>Demand of fees</b>	:	.....% <b>(Percent) of total work-order value of interior decoration works.</b>
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**Signature of the Consultant with Date:**

<b>Full Name</b>	:	
<b>Name of the Firm</b>	:	
<b>Seal, Address and Contact No</b>	:	