

TENDER NOTICE

State Bank of India, Dhaka Branch invites sealed tenders from the reputed interior designing companies of Bangladesh for the interior design and decoration of the proposed premises of SBI Dhaka Branch. Detail Terms and condition and documents required are enclosed in Annexure-1 and available in Bank's website (<https://bd.statebank>).

Both Technical and financial bids along with all related papers may be submitted between 20.03.2022 (10:00 am) to 24.03.2022(6:00 pm) to following Address:

State Bank of India, Dhaka Branch,
1st floor, Uday Tower, 57, 57/1, Gulshan, Dhaka-1212

Pre-Bid meeting Date: 22.03.2022 (6:00 PM) at above mentioned address.

Annexure-I

State Bank of India, Dhaka Branch invites sealed tender from reputed Interior designing companies of Bangladesh for designing and decoration of the interior of proposed premises of SBI Dhaka Branch.

Document / Application form for Tender can be downloaded from <https://bd.statebank.com>

The Tender in the prescribed format along with technical and financial bid and the details of the information sought must be duly supported by relevant documents and be sent in a sealed cover, duly super scribed as "Tender for Interior Designing & decoration of SBI Dhaka Branch", to this office on the given date & time on the address given as below.

**TENDER/REQUEST FOR PROPOSAL (RFP) TO BE SUBMITTED
BETWEEN 20/03/2022 (1000 HOURS) TO 24/03/2022 (1800 HOURS)**

ADDRESSED TO:

Shri Milon Kumar Mitra

Jr. Associate Vice President (Operation)

State Bank of India, Dhaka Branch,

1st floor, Uday Tower, 57, 57/1, Gulshan, Dhaka-1212

Financial bid to be submitted as per prescribed format in a separate envelop and to be kept inside the main envelop.

State Bank of India will not be liable for any delay arising out of any reason even in case of postal delay, while submitting the Tender application. In case if 24th March, 2022 is declared a holiday, then the applications will be collected till 1800 hrs on the next working day.

A pre-Bid meeting will be conducted at SBI Dhaka Branch on 22/03/2022 at 6:00 pm. Tentative date for tender evaluation and award of contract is on 24/03/2022 & 27/03/2022. **All the bidders are hereby requested to send their authorised representative to SBI Dhaka Branch on 24/03/2022 at 6:00 pm for opening of the technical and financial bids.** Bank reserves the right to reject any or all the offers without assigning any reasons whatsoever. Bank will not entertain any further correspondence with the companies who are declared unsuccessful. For further clarification, if any, please send email to dcoo.bd@statebank.com & ops1.dhk.bd@statebank.com

Eligibility Criteria:

- a. The Applicant Company should be in the business of Interior Designing for the past minimum 3 years (Please attach certificates & testimonials). Preference will be given to those companies having prior experience of designing and decoration of retail branches of reputed commercial Banks in Bangladesh. Company should be registered in Bangladesh under applicable laws.
- b. The company should have a minimum average Annual Turnover of BDT 1.00 cr in the past three financial years i.e. 2018-19, 2019-20, 2020-21.
- c. The Company must have all statutory licenses to handle such business of interior designing.
- d. **Relevant documents duly signed by the company's authorized signatory should be attached for all of the above-mentioned criteria.**

Other Terms & Condition:

- Financial Bid to be submitted item wise as per BOQ enclosed. Bidder must also specify the brand and Country of origin of each of the items.
- While evaluation of the bids, quality of the items will be given due weightage alongside price. A bidder may be rejected at any stage if found to be providing below average materials.
- Design diagram will be shared with the L1 bidder after signing Non-Disclosure Agreement with Bank. L1 bidder must be ready to deploy the items as per BOQ at short notice and the designing must be completed as per specification within a reasonable time.
- Repair/Replacement warranty on electrical/electronic items & furniture items for minimum 1 year & 3 years respectively to be provided .

Selection Process:

- a. Minimum Qualifying score for technical bid is 15 out of 40. The envelope containing the Price Bid(s) of only those Bidders, who are short-listed after technical evaluation, would be opened.

- b. All price bids which are higher than 20% of the lowest price bid amongst technically qualified Bidders will not be considered for further evaluation of L1 Bidder.
- c. Bids will be evaluated as per Combined Quality Cum Cost Based System. The Technical bids will be allotted weightage of 50% while price bids will be allotted weightage of 50%. A combined score "Score (S)" will be arrived at after considering the price bid and the marks obtained in technical evaluation with relative weights of 50 % for Price bid and 50 % for Technical Bid according to the following formula:
$$\text{Combined Score of A} = 50 \times \frac{\text{Technical Bid Score of A}}{\text{Highest Technical Score}} + 50 \times \frac{\text{Lowest Price Bid}}{\text{Price Bid of A}}$$
- d. The company which will be selected for awarding contract will be intimated individually by post/e-mail. IVAC reserves the right to reject any or all the offers without assigning any reasons whatsoever. IVAC will not entertain any further correspondence with the companies who are declared unsuccessful.

Documents Required:

Documents required for submission of tender.

1. Company profile with management details
2. Company By-Laws (MOA, AOA, Certificate of Incorporation)
3. Valid Trade license
4. ETIN
5. Client List (with experience or job completion certificate)
7. Last 3 Years Balance Sheet
8. Any other relevant documents

Encl-1

(On the Company letter head)

Date:

Letter No.

The Chief Executive Officer
State Bank of India, Dhaka Branch
1st Floor, Uday Tower,
Gulshan, Dhaka – 1212

Dear Sir,

APPLICATION FOR INTERIOR DESIGNING OF PROPOSED PREMISES OF SBI DHAKA BRANCH

With reference to the captioned subject, we enclose herewith for your kind consideration our company profile along with necessary supporting papers duly signed and sealed by the authorized signatory of the firm. A copy of the authorization letter is enclosed. We confirm that the details furnished by us are true and correct.

2. We undertake to produce the original of all the papers/documents attached herewith as and when asked for by the Bank and shall extend all assistance to the Bank Authorities for the purpose of empanelment.

3. We clearly understand & undertake that mere submission of application does not guarantee for our selection and SBI's decision in this regard will be final and binding on us. We submit this application in token of our acceptance of the terms & conditions laid down in this advertisement.

Thanking you.

Yours faithfully,

(Name of Authorized Signatory)

(Seal of the Firm)

Encl-2

(On the Company letter head)

INFORMATION SHEET FOR TECHNICAL BID

Name of the Bidding Company:

Experience in Interior Designing (No. of years):

Total No. of clients served till date:

Average Annual Turnover in last 3 Financial Years:

How many Retail Banking Branch Designed till date:

(Name of Authorized Signatory)

(Seal of the Firm)

Encl-3

(On the Company letter head)

INFORMATION SHEET FOR FINANCIAL BID

BOQ (Bill of Quantity)						
SL.	ITEMS	QUAN.	UNIT	RATE	AMOUNT	
DÉCOR ITEMS	1.A	Dry Wall	220	SFT		
	1.B	Plain Panel Wall	458	SFT		
	1.C	Louver Panel Wall	216	SFT		
	1.D	Feature Wall	148	SFT		
	1.E	Plain Ceiling	2174	SFT		
	1.F	Louvered Ceiling	1065	SFT		
	1.G	Planter Box	29	PC		
	1.H	Light Box	770	RFT		
		SUB TOTAL (1)				
FURNITURES	2.A	Cabinet Low Height	349	SFT		
	2.B	Cabinet Full Height	516	SFT		
	2.C	Help Desk	1	PC		
	2.D	Cash Counter	19	RFT		
	2.E	Executive Desk	39	PC		
	2.F	HOD Desk	7	PC		
	2.G	Small Meeting Table	1	PC		
	2.H	Conference Table	1	PC		
	2.I	Dining Table	2	PC		
	2.J	Breakout Table	6	PC		
	2.K	Drawer Unit	24	PC		
		SUB TOTAL (2)				

CHAIRS & SEATINGS	3.A	Executive Chair*	40	PC		
	3.B	HOD Chair*	7	PC		
	3.C	CEO Chair*	2	PC		
	3.D	Visitor Chair*	14	PC		
	3.E	Single Seater Sofa*	7	PC		
	3.F	Double Seater Sofa*	4	PC		
	3.G	Cozy Chair*	4	PC		
	3.H	Dining Chair*	8	PC		
		SUB TOTAL (3)				
GLASS ITEMS	4.A	Glass Partition	483	SFT		
	4.B	Glass Door (with long handle)	10	PC		
	4.C	Glass Door (with short handle)	2	PC		
	4.D	Frosted Sticker	97	SFT		
		SUB TOTAL (4)				
ELECTRIC ITEMS	5.A	Spot Light	45	PC		
	5.B	Tray Light	16	PC		
	5.C	T5 LED Tube Light	220	PC		
	5.D	Cable Tray	280	RFT		
	5.E	General Electric Works**	7240	SFT		
		SUB TOTAL (5)				
	6.A	Roller Blind	2580	SFT		
OTHER ITEMS	6.B	Speaker System***	1	JOB		
	6.C	Branding & Signage (Interior)**	1	JOB		
	6.D	Branding & Signage (Exterior)**	1	JOB		
	6.E	Paint Work	4600	SFT		
	6.F	General Plantation**	1	JOB		
	6.G	Site cleaning & maintaining Cost	1	JOB		
		SUB TOTAL (6)				

SUMMARY:

SL	CATEGORY	AMOUNT
01	DÉCOR ITEMS	
02	FURNITURES	
03	CHAIRS & SEATINGS	
04	GLASS ITEMS	
05	ELECTRIC ITEMS	
06	OTHER ITEMS	
	TOTAL COST	

ITEM WISE SPECIFICATION REQUIREMENT

	SL.	ITEM	SPECIFICATIONS
DÉCOR ITEMS	1.A	Dry Wall	Main Structure: Metal channel / Gorjon wood Outer Material: 12mm Gypsum Board / Particle Finish : 03 coats of matte plastic paint Color: As per consultant's guideline
	1.B	Plain Panel Wall	Main Structure: Particle Board / Plywood Outer Material: 12mm Gypsum Board / Particle Finish : 03 coats of matte plastic paint Color: As per consultant's guideline
	1.C	Louver Panel Wall	Main Structure: Particle Board / Plywood Outer Material: 12mm Gypsum Board / Particle Finish : 03 coats of matte plastic paint Color: As per consultant's guideline
	1.D	Feature Wall	Main Structure: Particle Board / Plywood Outer Material: 10mm Tempered Glass Finish : 03 coats of matte plastic paint or rear side Color: As per consultant's guideline
	1.E	Plain Ceiling	Main Structure: Metal channel Outer Material: 12mm Gypsum Board Finish : 03 coats of matte plastic paint Color: As per consultant's guideline
	1.F	Louvered Ceiling	Main Structure: Particle Board / Plywood Outer Material: 12mm Gypsum Board / Particle Finish : 03 coats of matte plastic paint Color: As per consultant's guideline
	1.G	Planter Box	Main Structure: Laminated Particle Board Color: As per consultant's guideline
	1.H	Light Box	Main Structure: Particle Board Finish : 03 coats of matte plastic paint Color: As per consultant's guideline
FURNITURES	2.A	Cabinet Low Height	Main Structure: Laminated Particle Board Hardware: imported SS hardware & handle Color: As per consultant's guideline Dimension: 2'-06" (H) X 1'-04" (D)
	2.B	Cabinet Full Height	Main Structure: Laminated Particle Board Hardware: imported SS hardware & handle Color: As per consultant's guideline Dimension: 8'-00" (H) X 1'-04" (D)

	2.C	Help Desk	Main Structure: Laminated Particle Board Hardware: imported SS hardware & handle Color: As per consultant's guideline
	2.D	Cash Counter	Main Structure: Plywood Particle Board lower Desk : Laminated Particle Board Upper Deck : 10mm Frosted Glass with Illumination Hardware: imported SS hardware & handle Color: As per consultant's guideline
	2.E	Executive Desk	Legs: Powder Coated MS Legs Desk Top: 25mm Particle Board Color: As per consultant's guideline
	2.F	HOD Desk	Legs: Powder Coated MS Legs Desk Top: 25mm Particle Board Color: As per consultant's guideline
	2.H	Small Meeting Table	Legs: Powder Coated MS Legs Desk Top: 25mm Particle Board Color: As per consultant's guideline
	2.I	Conference Table	Legs: Lacquer finish Vineer Board Desk Top: Lacquer finish Vineer Board Color: As per consultant's guideline
	2.J	Dining Table	Legs: 18mm Particle Board Desk Top: 18mm Particle Board Color: As per consultant's guideline
	2.K	Breakout Table	Legs: Powder Coated MS Legs Desk Top: 10mm Clear Glass Color: As per consultant's guideline
	2.L	Drawer Unit	Main Structure: Laminated Particle Board Hardware: imported SS hardware & handle Color: As per consultant's guideline Dimension: 2'-00" (H) X 1'-04" (D) X 1'-04" (L)
CHAIRS & SEATINGS	3.A	Executive Chair*	Main Frame: Chrome finished metal Upholstry: Woven Fabric Lumber Support: Medium BackGround Support: Cluster wheel with hydraulic push back Country of origin: Malayasia / China / local
	3.B	HOD Chair*	Main Frame: Chrome finished metal Upholstery: Woven Fabric Lumber Support: High Back Ground Support: Cluster wheel with hydraulic push back Country of origin: Malayasia / China / local

	3.C	CEO Chair*	Main Frame: Chrome finished metal Upholstery: Genuine Leather Lumber Support: High Back with Head rest Ground Support: Cluster wheel with hydraulic push back Country of origin: USA / Malaysia / local
	3.D	Visitor Chair*	Main Frame: Chrome finished metal Upholstery: Woven Fabric / PU Leather Lumber Support: Medium Back Ground Support: Fixed leg with anti slip stopper Country of origin: Malaysia / China / Local
	3.E	Single Seater Sofa*	Main Frame: Metal / Wood Upholstery: Woven Fabric / PU Leather Lumber Support: Medium Back Ground Support: Fixed leg with anti slip stopper Country of origin: Local / China
	3.F	Double Seater Sofa*	Main Frame: Metal / Wood Upholstery: Woven Fabric / PU Leather Lumber Support: Medium Back Ground Support: Fixed leg with anti slip stopper Country of origin: Local / China
	3.G	Cozy Chair*	Main Frame: Metal / Wood Upholstery: Woven Fabric Lumber Support: Medium Back Ground Support: Fixed leg with anti slip stopper Country of origin: Local / China
	3.H	Dining Chair*	Main Frame: Metal / Wood Upholstery: Woven Fabric Lumber Support: Medium Back Ground Support: Fixed leg with anti slip stopper Country of origin: Local/imported
GLASS ITEMS	4.A	Glass Partition	10mm tempered clear glass partition fitted with aluminum / SS U channel, accessories and silicon gel.
	4.B	Glass Door (with long handle)	3'-00" X 8'-00" 10mm tempered glass door with custom made 3'-00" handle, stainless steel hinge, fittings, bottom lock and all accessories.
	4.C	Glass Door (with short handle)	3'-00" X 8'-00" 10mm tempered glass door with regular 1'-00" handle, stainless steel hinge, fittings, bottom lock and all accessories.
	4.D	Frosted Sticker	Supply and installation of Plain opaque glass sticker

ELECTRIC ITEMS	5.A	Spot Light	LED Spot light with all necessary accessories Power Draw: 8-10W Color Temperature : 2500-3000k
	5.B	Tray Light	LED Studio light with all necessary accessories Power Draw: 20-30W Color Temperature : 2500-3000k
	5.C	T5 LED Tube Light	LED Tube light with all necessary accessories Power Draw: 16-18W Color Temperature : 4500-5000k
	5.D	Cable Tray	Tray material: Perforated MS Sheet Support: MS thread Rod with washer and nut
	5.E	General Electric Works**	All necessary electrical works remains, excluding the items mentioned above and any items provided by the asset owner.
OTHER ITEMS	6.A	Roller Blind	installation of plain roller blinds with manual operation system
	6.B	Speaker System	Integrated Speaker system unifying the complete office premises. Brand / Origin: As per client preference
	6.G	Branding & Signage (Interior)**	As per Client Brand Guideline
	6.H	Branding & Signage (Exterior)**	As per Client Brand Guideline
	6.I	Paint Work	03 coats of matte plastic paints, as per consultants guideline.
	6.J	General Plantation**	Natural Plantation Required For enhancing the interior environment.
	6.K	Site Management Cost	All cost including cleaning, mobilization, Project architect, Site Engineer, Security Staff's Salary,