



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

Tender Schedule for civil & electrical works

In order to complete interior decoration works of Proposed **Tanbazar Sub-Branch with Head Office Extension part, (Ground Floor), Sattar Tower, 50 (old) 48 (new), SM Maleh Road, Tanbazar, Narayanganj** 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 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 February 03, 2025 to February 6, 2025 at 11:30 am.
02	Schedule is to be submitted in sealed cover on February 06, 2025 within 3:30 pm.
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	An amount of Tk.50,000.00 (Taka Fifty Thousand) (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">• 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. 50.00 Lac (Fifty Lac) in the last year.• The bidder must have Site Engineer (Diploma in Civil Engg. & min 03 yrs experience in similar work) and Site Supervisor (HSC & min 02 yrs experience in similar work).• 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 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