



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

Tender Schedule for civil & electrical works

In order to complete interior decoration & related civil and electrical works of our **Executive Floor at 6th Floor of Head Office Building** 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. 1,500.00 (Taka One Thousand Five Hundred) only (non- refundable) against purchase of separate BOQ (Bill of Quantitates) each project in the form of payment order favoring “Citizens Bank PLC.” from September 20, 2026 to September 22, 2026 at 11:30 am.
02	Schedule is to be submitted in sealed cover on September 22, 2026, 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. Bidders have to submit separate tender schedule (project wise) as per prescribed BOQ by the Bank.
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> - The bidder must have 03 (Three) years similar work experience in the Banking sector/Multinational Organization/Corporate Sector. The related work experience must be submitted during tender schedule submission. - 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