

Quotation for repair maintenance work at Agent Banking Division, level-7, BCIC Bhaban

| Sl No | Description | Unit | Qty | Rate | Total |
|-------|---|------|-----|------|-------|
| 1 | Officer chair hydraulic: New supply, fitting & fixing of officer chair hydraulic with necessary accessories etc. all complete as per direction of the authority in-charge. | nos | 33 | | |
| 2 | Officer chair machine: New supply, fitting & fixing of officer chair machine with necessary accessories etc. all complete as per direction of the authority in-charge. | nos | 4 | | |
| 3 | Officer chair fabric change: Fabric change including foam of existing officer's chair with necessary accessories (approved sample fabric) etc. including all complete as per direction of the authority in-charge. | nos | 8 | | |
| 4 | New supply, fitting & fixing of existing officer's chair Arm | set | 1 | | |
| 5 | New supply, fitting & fixing of drawer channel | nos | 38 | | |
| 6 | New supply, fitting & fixing of drawer Lock | nos | 18 | | |
| 7 | New supply, fitting & fixing of melamine board self | nos | 11 | | |
| 8 | New supply, fitting & fixing of table partition (29"x20") | nos | 6 | | |
| 9 | New supply, fitting & fixing of drawer back ply (30"x19") | nos | 1 | | |
| 10 | New supply, fitting & fixing of low height cabinet (L-55"xH-31"xW-23") | sft | 9 | | |

Terms & Conditions:

1. **Currency:** Price must be quoted in Bangladeshi Taka (BDT).
2. **VAT and TAX:** Quoted price must be inclusive of VAT and TAX as per government rules. Bill will be paid after deducting VAT and TAX as per Govt. rules of Bangladesh.
3. **Validity of the offer:** The proposal shall remain open and valid for a period of at least 45 (Forty Five) days from the specified closing date indicated in the RFP for receipt of proposals. Your proposal should indicate that it will remain valid for this period. If your proposal is accepted during this period, the price quoted in your proposal must remain

unchanged for the entire period of the resulting contract.

4. **Submission of offer:** Proposal/offer is to be submitted in sealed envelope which will be dropped in the Tender Box at level-2, AB Bank HO, The Skymark, 18 Gulshan Avenue, Gulshan-1, Dhaka-1212 **by 12:30 pm on February 27, 2025**. The following wordings: **“Schedule for repair & maintenance work at Agent Banking Division Division, level-7, BCIC Bhaban”** must be clearly written at the top of the envelope.
5. **Supervision:** Bank will supervise the interior fit-out work and will also check the quality and workmanship of the work. In the event of supply of any materials which do not match with the specified specifications or of substandard quality, the bank reserve the right for outright rejection of the goods and the supplier will have to take back and remove those at their own cost and will replace with acceptable quality materials within the shortest possible time from the date of rejection, without any extra cost or compensation.
6. **Workmanship Guarantee:** The Contractor is liable to a workmanship guarantee for a period of **six (06) months**. During this period of six months if any work done by the Contractor at his own cost. If not, the defective work will be done/repared though other agencies and the cost will be borne by the contractor.
7. **Authorized Signature on proposal:** Complete proposal/offer must be signed with date by the authorized representative of the company.
8. AB Bank PLC reserves the right to accept or rejection the proposal /offer without assigning any reasons thereof.
9. Manipulation or any kind of unusual approach or failure to submit the proposal/offer within stipulated time frame will be treated as “Disqualification” to participate in the bidding.
10. **Workmanship standards:** AB Bank PLC reserves the right to accept or reject any part of the work done by the contractor for poor workmanship or low standard of construction materials provided.
11. **Sample Approval:** AB Bank will approve materials prior to use/installation of any materials by the successful bidder at the premises.
12. **Quality of work:** Work to be completed with standard specification and high quality finishing.
13. **Additional work beyond scheduled work:** No additional work beyond the schedule is allowable unless written instruction from Bank. Bank will not entertain any such bills at the time of settlement of bill.
14. **Eligibility of submission:** Please submit the below mention document along with the schedule:
 - a. Detail organization structure as per hierarchy including total number of technical /

- operational and administrative staffs
- b. Up-to-date Trade License
 - c. TIN Certificate
 - d. VAT registration certificate
 - e. Up-to-date TAX payment receipt
 - f. Copy of work order with other organization
 - g. Experience certificate
 - h. Work completion certificate with other organization
 - i. Bank statement (Last 1 year) of the firm
 - j. Firm's balance sheet and statements of overall turnover
 - k. List of authorized persons of the company with copy of NID whom shall be contacted for subsequent correspondence by the Bank for issues after work order

If you fail to submit any of the required documents, your submission will be treated as rejected.

All of you are requested to visit physically at Agent Banking Division (Contact address: Corporate Office, BCIC Bhaban, 30-31 Dilkusha C/A, Dhaka 1000) before submitting the quotation. Please contact with the concern officials (Cell- 01552348233) should you have any queries or require any further information.