

Quotation for furniture, sofa repairing & maintenance work at AB Bank PLC New Elephant Road Branch, Dhaka.

SI	Description	Unit	Quantity	Rate	Amount
1	Officer table re-size & fitting: Re-size & re-fitting/fixing of officer table with existing 10 mm glass top opening with re-fitting including all necessary accessories etc. all complete as per instruction of the authority-in-charge of AB Bank PLC.	job	02		
02	Drawer unit repairing work: Existing drawer unit opening, supply of new board and channel fitting including all necessary accessories etc. all complete as per instruction of the authority-in-charge of AB Bank PLC.	nos	3		
03	Drawer lock fitting: New Supply fitting & fixing of drawer lock with opening of existing lock & re-fitting new lock including all necessary accessories etc. all complete as per instruction of the authority-in-charge of AB Bank PLC.	nos	16		
04	Glass magnet fitting: New Supply fitting & fixing of Low Height Cabinet 3mm Glass door magnet with necessary accessories etc. all complete as per drawing and instruction of the authority-in-charge of AB Bank PLC.	nos	12		
05	New fitting & fixing of 3mm glass pallah: New Supply fitting & fixing of Low Height cabinet 3mm Glass pallah with magnet including all necessary accessories etc. all complete as per instruction of the authority-in-charge of AB Bank PLC.	sft	12		
6	2-Seater chair system sofa fabric & foam change: New supply, fitting & fixing of 2-seater chair system sofa fabric & foam change sample approved by the Bank including all necessary accessories etc. all complete as per instruction of the authority-in-charge of AB Bank PLC.	set	2		
7	Low height cabinet bottom part board change & repairing: Existing low and full height melamine board cabinet bottom board opening and new graphite color melamine board fitting work with necessary accessories etc. all complete as per direction of the authority/Engineer-in-charge	sft	80		

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 May 07, 2025**. The following wordings: **“Repairing and Maintenance work at AB Bank New Elephant Road branch”** 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 treat as rejected.

All of you are requested to visit physically at AB Bank New Elephant Road branch, Dhaka (Contact address: New Elephant Road Branch, Novera Square, House 05, Road 02, Dhanmondi) before submitting the quotation. Please contact with the Branch Officials (Cell-01915193023) should you have any queries or require any further information.