

**Tender Schedule for Supply & Installation of furniture at Bank's Head Office (annex), Dhaka**

In order to supply & install furniture at Bank's Head Office (annex), Dhaka tenders in sealed cover are hereby invited as per following terms and conditions:

Sl.	Terms and Conditions			
01	<b>Quotations must be dropped, along with a forwarding letter addressing to "Head of GSD",</b> in the tender box kept at General Services Division, SBAC Bank Ltd., Head Office, "BSC Tower", (L-7), 2-3, RAJUK Avenue, Motijheel C/A, Dhaka, on or before 4.00 PM of November 16, 2021 which shall be opened at 4.30 PM on the same day in presence of the bidders or their authorized representatives (if any).			
02	<b>Model number, serial number, dimensions and specification of the offered furniture must be stated in quotation (if applicable). Pictures and schematic diagrams along with dimension of the furniture must be attached with the tender.</b>			
03	<b>Earnest Money:</b> Pay order amounting Tk.50,000/- (Taka Fifty Thousand only) must be submitted alongside tender schedule as earnest money (refundable). Earnest Money of the successful bidder will be considered as performance guarantee and withheld till all the furniture are properly supplied. Performance guarantee will be refunded after proper commissioning of the machine (no interest will be payable). Earnest money of the unsuccessful bidders will be refunded after work order have been awarded (no interest will be payable).			
04	<b>Delivery Address of the site &amp; Floor location:</b>			
	SI	Site Name	Delivery Address	Delivery Location
	01	Head Office (annex)	Sun-Moon-Star Tower, 37, Dilkusha C/A, Dhaka.	10 <sup>th</sup> Floor
05	The bidders are requested to fill up this schedule and submit the same after providing company seal & sign on each page. Schedule would be treated as disqualified if any kind of cutting/erasing/overwriting in the same.			
06	Bidders must have the ability to complete the work as per specification & design with satisfaction of competent authority of the Bank. Quoted price should be <b>inclusive of VAT, AIT, Carrying, Installation &amp; Other charges thereof.</b>			
07	<b>The Bank reserves the right to accept or reject any or all tenders without any reason whatever and not bound to accept the lowest tender.</b>			
08	<b>The Bank reserves the right to reduce /increase the item and its quantity.</b>			
09	The work-order will be automatically forfeited if the requisite terms & conditions are not fulfilled.			
10	<b>VAT and AIT will be deducted from the bill(s) at source as per Government prevailing rules and regulations. Vat challan 6.3 and other documents must be submitted alongside the bill.</b>			
11	<b>Payment Method:</b>			
	(a) <b>1<sup>st</sup> running bill:</b> After delivery of furniture amounting at least 40% of work order value the vendor will be eligible for 30% (max) of work order value.			
	(b) <b>2<sup>nd</sup> running bill:</b> After delivery of furniture amounting another 40% of work order value the vendor will be eligible for next 30% of work order value.			
	(c) <b>Final Bill:</b> Final bill will be paid (remaining 35% of work order value) as per actual quantity of furniture supplied and installed by the vendor after 30 days from the date of delivery to respective site <b>subjected to submission of satisfactory performance/ no objection certificate issued by the concerned Division.</b>			
	(d) <b>Security Money:</b> It should be noted that <b>5% of the final bill amount</b> will be treated as security money for a period of 01 (one) year, which will be released after successful completion of the same (including proper post purchase service) as obtaining another satisfaction certificate issued by the concerned Division.			
12	<b>Warranty Period: warranty services has to be provided by the respective vendor in following manner:</b>			
	01	Wheels of the chair : 01 year	03	Leather/Artificial leather/fabrics on the chair/sofa: 01 year
	02	Hydraulic of the chairs : 01 year	04	After Sales Service: 01 year
13	Offered rate shall be treated as fixed & no claim for price escalation shall be entertained after submission of Tender Schedule.			
14	Any defects found ever after delivery of the furniture, the defected item shall be replaced at the own cost of the supplying firm.			
15	<b>Supply &amp; installation works must be completed within 7 days from the date of issuance of WO or as per requirement of Bank's authority.</b>			

(i) **Details of furniture for Head Office-annex, Dhaka:**

Sl.	Description	Unit	Quantity	Unit Rate (Tk/ Unit)	Total Amount (Tk)
01	<p><b>Executive Table (L6'-0" x W3'-0" x H2'-6") with Side (Right Hand) Table (L3'-6" x W1'-4" x H2'-6") for HoD:</b> Supply &amp; installation of executive table with side table made of 25mm <u>Veneered</u> Board (with Lacquer polish, wall nut color) with powder coated leg (Picture of leg section attached with tender schedule, white colored fine grain), veneered board made front panel (height = 2.25ft from top). Side table (<u>Veneered</u> Board, L3.5' x W1.33' x H2.5') including drawer unit (3nos), cable passing hole with cover, imported lock &amp; accessories; Design standard &amp; Specifications must be similar/close to existing tables of Head Office of SBACBL. All Complete as per satisfactions of Bank's authority. <u>(For Head of Retail- 1, SME- 1, Agent Banking- 1, GSD- 1, Barrister1-1, Barrister2- 1, LARD- 1, Sales- 1, IBD- 1, Card- 1, ICCD- 1)</u></p>	set	11		
02	<p><b>In-Charge Table (L4'-6" x W2'-6" x H2'-6") with Side Table (L3'-0" x W1'-4" x H2'-6"):</b> Supply &amp; installation of in-charge table with side table made of 25mm <u>Melamine</u> Board (albino oak) with powder coated leg (Picture of leg section attached with tender schedule, white colored fine grain), melamine board made front panel (height = 2.25ft from top). Side table (<u>Melamine</u> Board, L3' x W1.33' x H2.5') including drawer unit (3nos), cable passing hole with cover, imported lock &amp; accessories; Design standard &amp; Specifications must be similar/close to existing tables of Head Office of SBACBL. All Complete as per satisfactions of Bank's authority. <u>(For In-Charge of Retail-1, SME-1, Agent Banking-1, TPU-2, GSD-3, Inward&amp;Outward-1, LARD-3, IBD-1, Card-2, ICCD-3, Call Center-1)</u></p>	Set	19		
03	<p><b>Executive Chair (for HoD):</b> Supply &amp; installation of executive Chair (high back) made of artificial <u>leather</u> with PVC handle, SS spider base, imported hydraulic; imported wheels. Design Standard &amp; specifications must be similar/ close to existing design of Head Office/other branch. All Complete as per satisfactions of Bank's authority. <u>(For Head of Retail- 1, SME- 1, Agent Banking- 1, GSD- 1, Barrister1-1, Barrister2- 1, LARD- 1, Sales- 1, IBD- 1, Card- 1, ICCD- 1)</u></p>	Nos.	11		
04	<p><b>In-charge Chair:</b> Supply &amp; installation of executive Chair (high back) made of wire mesh back (medium back) with PVC handle, SS spider base, imported hydraulic; imported wheels. Design Standard &amp; specifications must be similar/ close to existing design of Head Office/other branch. All Complete as per satisfactions of Bank's authority. <u>(For In-Charge of Retail-1, SME-1, Agent Banking-1, TPU-2, GSD-3, Inward&amp;Outward-1, LARD-3, IBD-1, Card-2, ICCD-3, Call Center-1)</u></p>	Nos.	19		
05	<p><b>Visitor's Chair (for HoD):</b> Supply &amp; installation of visitor chair made of artificial <u>leather</u> with medium back, SS handle with pvc arm rest, SS fixed base on rubber mounting; Design Standard &amp; specifications must be similar/close to existing design of Head Office/other branch of SBACBL. All Complete as per satisfactions of Bank's authority. <u>(For Head of Retail- 2, SME- 2, Agent Banking- 2, GSD- 2, Barrister1-</u></p>	Nos.	22		

Sl.	Description	Unit	Quantity	Unit Rate (Tk/ Unit)	Total Amount (Tk)
	<u>2, Barrister2- 2, LARD- 2, Sales- 2, IBD- 2, Card- 2, ICCD- 2)</u>				
06	<b>Visitor's Chair (for In-Charge):</b> Supply & installation of visitor chair made of fabric with wire mesh back (medium back), PVC handle with pvc arm rest, SS fixed base on rubber mounting; Design Standard & specifications must be similar/close to existing design of Head Office/other branch of SBACBL. All Complete as per satisfactions of Bank's authority. (For In-Charge of TPU-2, GSD-3, LARD-3, IBD-1, Card-2, ICCD-3, Share Department-2, Customer Service- 2)	Nos.	18		
07	<b>Low Height File Cabinet (L4'-0" x W1'-4" x H2'-6"+6" SS leg) for HoD:</b> Supply & installation of Low height file cabinet made by <u>Veneered Board</u> (with Lacquer polish, wall nut color) with ¾" thickness of front leaf, sides, top, middle shelves, bottom, back etc, inclusive of all materials, proper accessories, imported handles, lock & keys, necessary hardware. All complete in all respects as per similar/ close to existing cabinet of Head Office/other branch of SBACBL. (For Head of Retail- 1, SME- 1, Agent Banking- 1, GSD- 1, Barrister1-1, Barrister2- 1, LARD- 1, Sales- 1, IBD- 1, Card- 1, ICCD- 1)	nos.	11		
08	<b>Low Height File Cabinet (L4'-0" x W1'-4" x H2'-6") for In-charge:</b> Supply & installation of Low height file cabinet made by <u>melamine</u> (albino oak) with ¾" thickness of front leaf, sides, top, middle shelves, bottom, back etc, inclusive of all materials, proper accessories, imported handles, lock & keys, necessary hardware. All complete in all respects as per similar/ close to existing cabinet of Head Office/other branch of SBACBL. (For In-Charge of Retail-1, SME-1, Agent Banking-1, TPU-2, GSD-3, LARD-3, IBD-1, Card-2, ICCD-3, Call Center-1)	nos.	18		
09	<b>Officer's Work Station (1-way-3-person = 3 person: L12'-0" X W2'-0" X H2'-6"):</b> Supply and installation of work station including 3nos working table top (Each person: L=4ft, W=2ft, H=2.5ft, Total: L=12ft, W=2ft, H=2.5ft) made of <u>Melamine Board</u> (25mm albino oak or any other board approved by Bank management) including MS legs (2inch X 2inch section, powder coated- white colored fine grain) with proper edging, with edge molded-beveled glass divider (1 nos, L=18", H=12", t=10mm) with aluminum accessories/frame between the officers on top of the working table and fabric partition (L 3'x H1') in front of each officer with aluminum accessories/extension and beneath table top panel will have cable passing tray (trunking system for computer network, power and PABX phone cable passing/laying works), cable passing hole with cover. All complete as per satisfaction of the Bank authorities. (Sample: as per Head Office. The bidder is advised to visit Bank's Head Office) (For officers of TPU-3, LARD-2, ICCD-4)	Set	9		
10	<b>Officer's Work Station (1-way-2-person = 2 person: L8'-0" X W2'-0" X H2'-6"):</b> Supply and installation of work station including 2nos working table top (Each person: L=4ft, W=2ft, H=2.5ft, Total: L=8ft, W=2ft, H=2.5ft) made of <u>Melamine Board</u> (25mm albino oak or any other board approved by Bank management) including MS legs (2inch X 2inch section, powder coated- white colored fine grain) with proper edging, with edge molded-beveled glass divider (1 nos, L=18", H=12", t=10mm) with aluminum accessories/frame between the officers on top of the working table and fabric partition (L 3'x H1') in front of each officer with aluminum accessories/extension	Set	37		

Sl.	Description	Unit	Quantity	Unit Rate (Tk/ Unit)	Total Amount (Tk)
	and beneath table top panel will have cable passing tray (trunking system for computer network, power and PABX phone cable passing/laying works), cable passing hole with cover. All complete as per satisfaction of the Bank authorities. (Sample: as per Head Office. The bidder is advised to visit Bank's Head Office) (For Officers of Retail + SME + Agent Banking-4, TPU-6, GSD-4, LARD-4, IBD-3, Card- 12, ICCD-4)				
11	<b>Officer's Work Station (1-way-1-person = 1 person: L4'-0" X W2'-0" X H2'-6"):</b> Supply and installation of work station including 1nos working table top (Each person: L=4ft, W=2ft, H=2.5ft, Total: L=4ft, W=2ft, H=2.5ft) made of <u>Melamine Board</u> (25mm albino oak or any other board approved by Bank management) including MS legs (2inch X 2inch section, powder coated- white colored fine grain) with proper edging, with edge molded-beveled glass divider (1 nos, L=18", H=12", t=10mm) with aluminum accessories/frame between the officers on top of the working table and fabric partition (L 3'x H1') in front of each officer with aluminum accessories/extension and beneath table top panel will have cable passing tray (trunking system for computer network, power and PABX phone cable passing/laying works), cable passing hole with cover. All complete as per satisfaction of the Bank authorities. (Sample: as per Head Office. The bidder is advised to visit Bank's Head Office) (For Officers of LARD-4)	Set	4		
12	<b>Officer's Work Station (2-way-2-person = 4 person: L8'-0" X W4'-0" X H2'-6"):</b> Supply and installation of work station including 1nos working table top (Each person: L=4ft, W=2ft, H=2.5ft, Total: L=8ft, W=4ft, H=2.5ft) made of <u>Melamine Board</u> (25mm albino oak or any other board approved by Bank management) including MS legs (2inch X 2inch section, powder coated- white colored fine grain) with proper edging, with edge molded-beveled glass divider (1 nos, L=36", H=12", t=10mm) with aluminum accessories/frame between the officers on top of the working table and fabric partition (L 3'x H1') in front of each officer with aluminum accessories/extension and beneath table top panel will have cable passing tray (trunking system for computer network, power and PABX phone cable passing/laying works), cable passing hole with cover. All complete as per satisfaction of the Bank authorities. (Sample: as per Head Office. The bidder is advised to visit Bank's Head Office) (For Officers of call center-1)	Set	1		
13	<b>Side Rack (L3.25' x W1.33' x H2.25'):</b> Supply & installation of side table made of 18mm <u>MELAMINE Board</u> (with proper edging) (L3.25' x W1.33' x H2.25') including drawer unit (3nos), keyboard tray, cable passing hole with cover, imported lock & accessories; Design standard & Specifications must be similar/close to existing side racks of Head Office of the Bank. All Complete as per satisfactions of Bank's authority. (Sample: as per Head Office. The bidder is advised to visit Bank's Head Office) (For officers of Retail + SME + Agent Banking-8, TPU-21, GSD-8, LARD-18, IBD-6, Card-24, ICCD-20, Call Center-4)	nos.	109		
14	<b>Officer's Chair:</b> Supply and installation of chair ( <u>fabric</u> made) with medium back and PVC handle, SS spider base with imported hydraulic and wheels. All Complete as per satisfactions of Bank's authority. (For In-Charge of Retail + SME + Agent Banking-8, TPU-21, GSD-8,	nos.	119		

Sl.	Description	Unit	Quantity	Unit Rate (Tk/ Unit)	Total Amount (Tk)
	<u>LARD-18, IBD-6, Card-24, ICCD-20, Call Center- 4, Share Department- 2, Reception &amp; Central Despatch- 2, Meeting Room-6)</u>				
15	<b>Sofa:</b> Supply & installation of Sofa set (two sits without handle and without SS leg) made of artificial <u>leather</u> ; Design Standard & specifications must be similar/close to existing design of Head Office or other branches of SBACBL. All Complete as per satisfactions of Bank's authority. <u>(Central Lift Lobby- 2, North lobby- 2, South Lobby- 2, Head of Retail- 1, SME- 1, Agent Banking- 1, GSD- 1, Barrister1- 1, Barrister2 - 1, LARD- 1, Sales- 1, IBD- 1, Card- 1, ICCD- 1, TPU-3)</u>	Nos	20		
16	<b>Sofa side Table (L2' x W2')</b> : Supply & installation of sofa side table made of glass top (10mm) and legs & frame made of <u>veneered Board</u> (with Lacquer polish, wall nut color). Design standard & Specifications must be similar/close to existing table of other branches of SBACBL. All Complete as per satisfactions of Bank's authority. <u>(Head of Retail- 1, SME- 1, Agent Banking- 1, GSD- 1, Barrister1- 1, Barrister2 - 1, LARD- 1, Sales- 1, IBD- 1, Card- 1, ICCD- 1, TPU-2)</u>	nos.	13		
17	<b>Large Table (L8'-0" x W2'-0" x H2'-6") for sales team:</b> Supply & installation of table for sales team made of 25mm <u>Melamine</u> Board (albino oak) with powder coated leg (3 nos leg set where each set has 2 nos leg) (Picture of leg section attached with tender schedule, white colored fine grain). Design standard & Specifications must be similar/close to existing tables of Head Office of SBACBL. All Complete as per satisfactions of Bank's authority.	Nos	02		
18	<b>Swivel Chair for sales team:</b> Supply and installation of swivel chair ( <u>fabric</u> made) with medium back and PVC handle, PVC spider base with imported hydraulic and wheels. All Complete as per satisfactions of Bank's authority. <u>(For sales team- 20)</u>	nos.	20		
19	<b>Dining Table (L 4ft X W 2ft X H2.5ft):</b> Supply & installation of dining table made of 25mm <u>Melamine</u> Board (albino oak) with powder coated leg and accessories (Picture of leg section attached with tender schedule, white colored fine grain). Design standard & Specifications must be similar/close to existing dining tables of Head Office of SBACBL. All Complete as per satisfactions of Bank's authority.	Nos	6		
20	<b>Dinning Chair:</b> Supply & installation of Dinning chair (picture attached) without handle, with fixed SS leg (on rubber mounting), Design Standard & specifications must be similar/close to existing design of other branch of SBACBL. All Complete as per satisfactions of Bank's authority.	Nos.	24		
21	<b>Low Height File Cabinet (L4'-0" x W1'-4" x H2'-6") for Officers:</b> Supply & installation of Low height file cabinet made by <u>melamine</u> (albino oak) with ¾" thickness of front leaf, sides, top, middle shelves, bottom, back etc, inclusive of all materials, proper accessories, imported handles, lock & keys, necessary hardware. All complete in all respects as per similar/ close to existing cabinet of Head Office/other branch of SBACBL. <u>(For Customer Service- 2, Reception &amp; Central Despatch- 2)</u>	nos.	4		

Sl.	Description	Unit	Quantity	Unit Rate (Tk/ Unit)	Total Amount (Tk)
22	<b>Full Height File Cabinet (L4'-0" x W1'-4" x H7'-0") for Officers:</b> Supply & installation of Full height file cabinet made by <u>melamine</u> (albino oak) with ¾" thickness of front leaf, sides, top, middle shelves, bottom, back etc, inclusive of all materials, proper accessories, imported handles, lock & keys, necessary hardware. All complete in all respects as per similar/ close to existing cabinet of Head Office/other branch of SBACBL. (For Retail-1, SME-1, Agent Banking-1, Call Center-1)	nos.	4		
23	<b>Meeting Room Table:</b> Supply & installation of meeting room table made of 25mm <u>Veneered</u> Board (with Lacquer polish, wall nut color) with veneered board leg (3 nos leg set with divider in the middle). Design standard & Specifications must be similar/close to existing tables of Head Office of SBACBL. All Complete as per satisfactions of Bank's authority.	Nos	1		
				<b>Grand Total</b>	
<b>Total Amount (In words):</b>					

**(ii) Required Documents to be submitted with the Tender Schedule:**

- Trade License (updated)
- E-TIN & BIN Certificate
- List of Clients (including contact numbers) with supportive documents.
- Copy of Work Order and/or performance certificate for similar works at other Banks or Insurance company or NBF (No older than last three years and more/equal to 50Lac Taka value in single work order)
- Others documents, as & when required by bank authority.

I, the undersigned, being the authorized signatory of the bidding firm, hereby declare that we have examined and accept without reserve or restriction the entire content of the tender conditions, specifications and its annexes for the tender procedure referred to above. We propose to provide the services requested in the tender specifications on the basis of our offer.

Signature with date :

Full Name of signatory :

Designation :

Name of Organization :

Email Address & Contact no. :

Address :

Description	Illustration
Leg section for executive table, in-charge table and work stations	
Side Rack	
Chair for sales team	
Dinning Chair	