

### Tender Schedule

- **Eligible Company** : Reputed company having minimum 10(ten) years of experience for doing interior decoration work in Bank /NBFI is eligible for the work.
- **Name of the Work** : Interior Decoration Work of Head Office, NB Tower (Level-14), Gulshan, Dhaka.
- **Address of the Work** : NB Tower (Level-14), 40/7 Madani Avenue, Gulshan-02, Dhaka-1212.
- **Floor Area** : 3,686.00 (Three Thousand Six Hundred and Eighty Six) Square Feet.
- **Requirement** :
  - 1) **Chamber for the Managing Director & CEO** - 01(One) Room
  - 2) **Chamber for the Deputy Managing Director** - 02(Two)Rooms
  - 3) **Meeting Room (At least Six Persons)** - 01 (One) Room
  - 4) **Meeting Room (At least Four Persons)** - 01 (One) Room
  - 5) **PS to Managing Director & CEO** - 01 (One) Cubic
  - 6) **PS to Deputy Managing Director** - 02 (Two) Cubic
  - 7) **Reception Desk** - 01 (One) Desk
  - 8) **Waiting Area** - 02 (Two) Zone
  - 9) **Dining Room** - As per standard.
  - 10) **Store Room** - As per standard.
  - 11) **Workstation** - As per remaining vacant space
  - 12) **Space for network rack and central UPS** - As per standard.
- **Scope of the Work** :
  - 1) **Preliminary Design Work:** Following designs are to be submitted along with the proposal-
    - a) **Furniture Layout.**
    - b) **3D views**
  - 2) **Details Design Work:** Following design are to be submitted before issuance of work order (If awarded)-
    - a) Furniture layout.
    - b) Ceiling layout (design ceiling, Light, cabling, CCTV, AC etc.).
    - c) Electrical and LAN Layout.
    - d) Floor finishing layout.
    - e) Fire safety equipment's layout
    - f) All section designs.
    - g) Other required designs.

3) **Financial Proposal Summary:**

SL	Particulars	Amount
<b>Interior Works</b>		
01	Dismantling work and removal of debris from the site	
02	Floor finishing works	
03	Partition and decorative walls work	
04	Door works	
05	Ceiling works	
06	Paint Works	
07	Electrical and LAN cabling works	
08	Plumbing and Sanitary works	
09	Miscellaneous works	
	<b>Sub-Total</b>	
<b>Furniture Work</b>		
10	Furniture Works (Table, Chair, Cabinet, Workstations, Sofa, Centre Table etc)	
	<b>Sub-Total</b>	
	<b>Grand Total</b>	



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• **Terms and Conditions:**

01	<b>Company Profile</b>	:	Company profile is to be submitted along with the proposal.
02	<b>Spoke person of the company</b>	:	Please mention the name, designation and contact number of the spoke person of the company.
03	<b>Requirement</b>	:	Given requirement may be changed due to the arrangement/pattern of approved layout.
04	<b>Submission schedule</b>	:	Preliminary design (Layout and 3D) and financial proposal is to be submitted <b>on or before July 03, 2022</b> within working hour.
05	<b>Envelope</b>	:	Design and financial proposal is to be submitted through separate envelope.
06	<b>VAT &amp; Taxes</b>	:	Submitted cost will be <b>exclusive of VAT</b> and inclusive of AIT.
07	<b>Delivery schedule (If awarded)</b>	:	Work is to be completed within 40 (Forty) days after issuance of work order.
08	<b>Transportation of Material</b>	:	No material is allowed to carry through passenger lift.
09	<b>Approval of Material (If awarded)</b>	:	The awarded company is to take prior approval of all materials to be fixed at site. If any material is fixed without prior approval, those are to be removed at their own cost.
10	<b>Cleanliness of Site (If awarded)</b>	:	Site is to be cleaned every evening.
11	<b>Payment schedule (If awarded)</b>	:	No advance payment will be paid as mobilization cost or other purpose. Bank will pay maximum 60% of the total work order value as running bill after verification of the submitted bill. Rest of the payments will be settled after successfully completion of the work, submission of the bill, measurement of the work.
	<b>Persuasion</b>	:	No persuasion is allowed to get the work and imposition to install any material at site. If any company tried to do so, their proposal will be treated as cancel or non-submission.

• **Spoke Person of the Bank:**

Mr. Nakul Chandra Debnath  
 Vice President and Head of General Services Division  
 Head Office, Midland Bank Limited  
 Zahed Plaza (Level-07), 30 Gulshan Avenue  
 Gulshan-02, Dhaka-1212  
 Contact: +88-09666410999(ext 999-715)

*MDB reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.*

  
 Nakul Chandra Debnath  
 Vice President and Head of General Services Division