

Request for proposal for office space on rent for IVAC at Kustia

State Bank of India invites sealed Request for proposal for office space on rent (approx. 1700 to 2500 sq ft) for its proposed Indian Visa Application Centre at Kustia. Interested parties may submit their proposal to Dy. Chief Operating Officer, Indian Visa Application Centre, Dhaka, Jamuna Future Park, South Block, Level -1 (basement). with following details – i) Details of the property with address, ii) Total Area, iii) Rate per Sq ft., iv) Property owner's name and contact details, v) photographs covering different sides of the premises (both interior and exterior). For detail RFP requirements and conditions, please visit www.ivacbd.com

Request for proposal to be submitted between **01.08.2022 (10:00 am) to 10.08.2022 (6:00 pm) to Indian Visa Application Centre, Level-1, South Block, Jamuna Future Park, Pragati Sarani, Dhaka.**

Pre-Bid meeting Date: 02.08.2022 (5:00 PM) at above mentioned address.

Annexure-I

Indian Visa Application Centre (Managed by State Bank of India, Bangladesh Operations) invites sealed request for proposal for office space on rent for its proposed Indian Visa Application Centre at Kustia.

The Tender in the prescribed format along with financial bid and the details of the information sought must be duly supported by relevant documents and be sent in a sealed cover, duly superscribed as "Request for Proposal for Leased space for IVAC Kustia", to this office on the given date & time on the address given as below.

**TENDER/REQUEST FOR PROPOSAL (RFP) TO BE SUBMITTED
BETWEEN 01/08/2022 (1000 HOURS) TO 10/08/2022 (1800 HOURS)**

ADDRESSED TO:

DEPUTY CHIEF OPERATING OFFICER (IVAC)

Indian Visa Application Centre,

Level-1, South Block, Jamuna Future Park, Pragati Sarani, Dhaka.

IVAC or State Bank of India will not be liable for any delay arising out of any reason even in case of postal delay, while submitting the RFP. In case if 10th August, 2022 is declared a holiday, then the applications will be collected till 1800 hrs on the next working day.

A pre-Bid meeting will be conducted at Indian Visa Application Centre, Level-1, South Block, Jamuna Future Park, Pragati Sarani, Dhaka on 02/08/2022 at 5:00 pm. Tentative date for RFP evaluation and award of contract is 11/08/2022. IVAC reserves the right to reject any or all the offers without assigning any reasons whatsoever. IVAC will not entertain any further correspondence with the companies who are declared unsuccessful. For further clarification, if any, please contact the following:

Mr. Gaurab Chakraborty, Deputy Chief Operating Officer

E-mail dcoo.bd@statebank.com

Terms & Condition:

Parameters	Requirement
Floor Area	Min:1700 sq ft Max: 2500 sq ft
Location	Should be in prominent location of Kustia which is easily accessible through Road. Premises with enough parking space is preferable.
Building	Must be an RCC building with aesthetic look on interior and exterior. Vitrified tiles at the floor are preferable.
Design	Should prepare interior as per design provided by IVAC within 15 days of awarding contract. Interior design usually requires preparing counters, Supervisor's room, back office, etc.
Air Condition	Split or centralized to be provided by the property owner
Generator	24/7 Generator or power back up to be provided by the property owner
Other Amenities	Running water facility, adequate power connection, wiring etc.

Selection Process:

- a. Minimum Qualifying score for technical bid is 20 out of 50. The envelope containing the Price Bid(s) of only those Bidders, who are short-listed after technical evaluation, would be opened.
- b. All price bids which are higher than 20% of the lowest price bid amongst technically qualified Bidders will not be considered for further evaluation of TC1 Bidder.
- c. Bids will be evaluated as per Combined Quality Cum Cost Based System. The Technical bids will be allotted weightage of 40% while price bids will be allotted weightage of 60%. A combined score "Score (S)" will be arrived at after considering the price bid and the marks obtained in technical evaluation with relative weights of 60% for Price bid and 40 % for Technical Bid according to the following formula:

$$\text{Combined Score of A} = 40 \times \frac{\text{Technical Bid Score of A}}{\text{Highest Technical Score}} + 60 \times \frac{\text{Lowest Price Bid}}{\text{Price Bid of A}}$$

- d. The party which will be selected for awarding contract will be intimated individually by post/e-mail. IVAC reserves the right to reject any or all the offers without assigning any

reasons whatsoever. IVAC will not entertain any further correspondence with the parties who are declared unsuccessful.

Submission of Application:

- a. Document / Application form for Tender can be downloaded from <https://www.ivacbd.com/> or <https://bd.statebank.com> (enclo-1 of RFP)
- b. All the documents shall be completed in all respects and duly signed and stamped by an authorized and empowered representatives of the bidding party. If the party comprises of a partnership firm, consortium or a joint venture then all the documents shall be signed by a duly authorized representative of each member of participant thereof.
- c. IAVC will not be liable for any delay arising out of any reason even in case of postal delay, while submitting the Tender application.

Documents Required:

Documents required for submission of tender.

1. Application Form (enclo-1)
2. Copy of the property ownership papers.
3. Company By-Laws (MOA, AOA, Certificate of Incorporation) if bidding party is a company
4. Valid Trade license, VAT and TIN certificate whichever is applicable
5. Photograph of the property.

Encl-1 (On the Official letter head, wherever applicable)

APPLICATION FOR LEASING OUT PROPERTY

BIDDING INFORMATION

(Technical)

Name of the Property owner:

Constitution: Govt / Company / Partnership / Individual

Contact details:

Address of the Property:

Total Area (in Sq ft):

Current condition: Ready to move / to be renovated / to be constructed
(Please provide photographs from all sides to justify)

Whether the property is within the 3 km radius of Kustia town: Yes / No

Distance from main Road: less than 50 mtr / less than 100mtr / less than 200 mtr

Availability of Parking space: Yes / No.

(Financial)

Quoted Rate per Sq. ft:

Any other monthly charge:

Total proposed rent:

UNDERTAKING

We undertake to produce the original of all the papers/documents attached herewith as and when asked for by the Bank and shall extend all assistance to the Bank Authorities for the purpose of empanelment.

We clearly understand & undertake that mere submission of application does not guarantee for our selection and SBI/IVAC's decision in this regard will be final and binding on us. We submit this application in token of our acceptance of the terms & conditions laid down in this advertisement.

(Authorised Signatory)