

## NOTICE INVITING TENDER

**Indian Visa Application Centre (IVAC)**, Bangladesh operations (managed by State Bank of India, Bangladesh Operations) invite sealed tenders from owners of commercial space for IVAC Rajshahi. Commercial Space Owners for Renting Completed, Ready to Move, [preferably ground floor, painted white or any shade befitting an official space and Air- Conditioned Premises with proper flooring (approx area 3900-4500 sq ft)][for IVAC Rajshahi are requested to bid.

### **Requisite Documents**

1. Details of property with address
2. Total area
3. Rate per sq ft
4. Property Owner's Name and Contact Details
5. Photographs covering the entire property (both interior and exterior)
6. Photograph of entrance and access road

**Sealed Tender may be submitted between 14.12.2022 (9:00 AM) and: 20.11.2022 (5:00 PM) at following Address:** Indian Visa Application Centre, Level-1, South Block, Jamuna Future Park, Pragati Sarani, Dhaka. Pre-Bid meeting Date: 14.12.2022 (5:00 PM) at above mentioned address.

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## Annexure-I

Indian Visa Application Centre (Managed by State Bank of India, Bangladesh Operations) invites sealed tender from Commercial Space Owners for Renting Completed, Ready to Move, Painted and Air-Conditioned Premises with proper flooring (approx area 3900-4500 sq ft ) for IVAC Rajshahi.

### **Documents Requirements:**

1.Details of property with address 2.Total area 3. Rate per sq ft 4. Property Owner's Name and Contact Details 5. Photographs covering the entire property (both interior and exterior) 6. Photograph of Entrance and access road

The bid to sent in a sealed cover, duly super scribed as "Tender for IVAC Rajshahi Premises" to this office on the given date & time on the address given as below.

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TENDER/REQUEST FOR PROPOSAL (RFP) TO BE SUBMITTED  
BETWEEN 14.12.2022 (9:00 AM) and: 20.12.2022 (5:00 PM)

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 Tender application.

A pre-Bid meeting will be conducted at Indian Visa Application Centre, Level-1, South Block, Jamuna Future Park, Pragati Sarani, Dhaka on : 14.12.2022 (5:00 PM).Tentative date for opening of tender, evaluation and vendor selection is on 21/12/2022.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. Kingshuk Mitra, Deputy Chief Operating Officer

E-mail [dcoo.bd@statebank.com](mailto:dcoo.bd@statebank.com)

Tender Form can be downloaded from our official website, i.e.  
<https://ivacbd.com>&<https://bd.statebank/notice>

## Terms & Conditions

- Bidders are advised to submit :
  1. Details of property with address
  - 2.Total area
  3. Rate per sq ft
  4. Property Owner's Name and Contact Details
  5. Photographs covering the entire property (both interior and exterior)
  6. Photograph of Entrance and access road

The Authority reserves the right to:

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1. Explain or clarify the terms of this tender notice in its own way,
  2. Bring necessary changes in the notice
  3. Increase or decrease the tender quantity
  4. Reject the lowest
  5. Reject any or all bids
  6. Select any bidder deems fit and proper by them
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IVAC/State Bank of India can perform all the above things without assigning any reason. The bidder/supplier shall have no right to challenge the decision of the IVAC authority in any court of law or to any arbitrator.

### RFP Timeline

Event	Deadline
Openingdate of RFP	14/12/2022
Closing date of RFP	20/12/2022
Evaluation of RFP and vendor selection	21/12/2022
Awarding Contract	21/12/2022
Agreement to be executed	By 31/12/2022

## Price Bid Format

### **Application For Leasing out Property (Bidding Information)**

<p><b>Name of Property Owner :</b></p> <p><b>Constitution:</b></p> <p><b>Contact details:</b></p> <p><b>Address of Property :</b></p> <p><b>Total Area:</b></p> <p><b>Floor:</b></p> <p><b>Current Condition:</b></p> <p><b>Availability of AC:</b></p> <p><b>Flooring Available:</b></p> <p><b>Condition of painting:</b></p> <p><b>Whether Property is within 3 Kms of Rajshahi City Centre :</b></p> <p><b>Distance from Main Road :</b></p> <p><b>Availability of Parking :</b></p> <p><b>Quoted Rate:</b></p> <p><b>Any other Monthly Charge :</b></p> <p><b>Total Proposed Rent:</b></p> <p><b>Advance :</b></p>	
<p><b>Undertaking:</b> We undertake to produce original of all 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.</p> <p>We clearly understand &amp; undertake that mere submission of application des not guarantees selection and SBI/ IVAC's decision is final and binding for us. We submit the application after acceptance of terms and conditions laid out in the advertisement.</p>	