

Annexure-I

Indian Visa Application Centre (IVAC), Bangladesh operations (managed by State Bank of India, Bangladesh Operations) invite sealed tenders from the reputed lessors/commercial building owners for leasing out premises to IVAC Chittagong.

1. The Financial bid & Technical bid along with mandatory documents viz. Contractor's profile and credentials
2. Valid Trade license
3. ETIN
4. Quotation

must be sent in a sealed cover, duly super scribed as "Tender for renting new office premises for Indian Visa Application Centre, Chittagong " to this office on the given date & time on the address given as below.

TENDER/REQUEST FOR PROPOSAL (RFP) TO BE SUBMITTED
BETWEEN **01.05.2023** (9:00 AM) and **07.05.2023** (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 **03.05.2023** (5:00 PM). Tentative date for opening of tender, evaluation and vendor selection is on 28.03.2023. 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

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

Terms & Conditions

- Operators will have to furnish original statutory documents pertaining to the firm upon award.
- The Authority reserves the right to -
 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

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.

Selection Process:

Score will be fixed from both technical and financial bid through a formula with equal weightage on L1 and qualitative factors as in Technical Criteria.

Financial Scores will be assigned as under:

L1 =10

L2= 8

L3= 6

Price Bid Format :

IVAC	Rent per sq ft p.m	Maintenance/ Service Charge

(Price excluding VAT & Tax)

Name of the Bidder :
 Designation of the Bidder :
 Company Name :
 Business Address :
 Mobile No. :

Technical Bid Format:

Sl No	Age of Premises	Air Conditioning Available or not	Availability of proper floor tiling	Availability of false ceiling	Distance from Assistance High Commission Chittagong	Availability of Generator for all equipments and for 24 * 7	Other amenities