

MEGHNA BANK 
together we sail

Head Office, Suvastu Imam Square (L-6)
65 Gulshan Avenue (Gulshan-1), Dhaka
Telephone: 02-222292961, Ext.: 73202

Ref : MGBL/HO/GSD/INT./SUVASTU 7th FLOOR & MEDONA 14th FLOOR/2023
Date : September 27, 2023

**Tender Notice for Interior Decoration Works of Head Office of Meghna Bank Limited
at 7th Floor, Suvastu Imam Square, 65 Gulshan Avenue, Gulshan-1, Dhaka and 14th
floor, Medona Tower, 28 Mohakhali, Dhaka**

Sealed tenders are hereby invited from Interior Decorations Firms for interior decoration works as detailed below:

- 1) Tender Notice Ref. No. and Date : MGBL/HO/GSD/INT./SUVASTU 7TH FLOOR & MEDONA 14TH FLOOR/2023 ; 27/09/2023
- 2) Purpose of tender : Interior Decoration Works for 12,733 sft space at 7th floor of Suvastu Imam Square and 6,000 sft space at 14th floor of Medona Tower
- 3) Last date of completion of the work : 45 days from the date of work order
- 4) Eligibility for the tender : The intended firm should have a minimum of 05 (Five) years of experience in interior design, decoration & renovation work and also have experience in successful completion of interior decoration works of at least 01 (One) Head Office/Branch of scheduled Bank or financial institution with minimum Work Order value of Tk. 1.0 Crore (Single work order) for 7th floor of Suvastu Imam Square and with minimum Work Order value of Tk. 50 lac (Single work order) for 14th floor of Medona Tower.
- 5) Cost of tender schedule : Payment Order/Cash in favor of Meghna Bank Limited for Tk. 5,000/- for each Schedule issued by any Dhaka City Branch of any scheduled Bank
- 6) Name of the sales office of Tender schedule : General Services Department, Head Office, Dhaka
- 7) Address of the office submission of Tender bid : General Services Department, Head Office, Dhaka (in the designated tender box placed in the reception)
- 8) Starting Date for sale of Tender Schedule : Date: 27/09/2023; Time : 10:00 Hours
- 9) Last date of sale of Tender Schedule : Date: 04/10/2023; Time : 17:00 Hours
- 10) Last date of submission of tender bids : Date: 05/10/2023; Time : 14:00 Hours
- 11) Opening date and time of tender bids : Date: 05/10/2023; Time : 14:10 Hours
- 12) Details of works : As detailed in the tender schedule
- 13) Name of Division/Department inviting tender : General Services Department, Head Office, Dhaka



- 14) Papers/certificates to be enclosed with the tender bid :
- a) Photocopy of Trade License
 - b) Attested photocopy of proof of ownership.
 - c) Attested photocopy of full income tax paid certificate including TIN.
 - d) Attested photocopy of VAT certificate.
 - e) Nationality certificate (issued by Mayor, City Corporation/Chairman, Municipal/Union Council)
 - f) Satisfactory performance certificate.
 - g) List of technical persons with bio-data
 - h) Six months' Bank statement.
- 15) Special instructions :
- a) Tender bids shall remain valid till 45 (forty five) Days from the date of opening.
 - b) If any holiday falls on the date of opening tender bids, then all bids shall be opened on the following working day.
 - c) Tender bids shall be declared ineligible if all papers/documents called for in serial No. 4 & 14 are not enclosed.
 - d) Besides all above noted conditions all other terms and conditions Mentioned in the tender schedule shall also apply.
- 16) The Bank reserves the right to accept or reject any or all the tender or any part thereof without assigning any reason whatsoever and reserves the right to further negotiate with any of the bidders. The Bank Authority also reserves the right to modify the design, increase or decrease quantity or works, change color, quality, brand etc.


Head of General Services Department

