

**INVITATION OF BIDS FOR SPACE REQUIRED ON RENT FOR INDIAN VISA APPLICATION CENTRES (IVACs) AT DHAKA.**

State Bank of India invites bids from owners of commercial premises/space, preferably on Ground or First Floor, with lift facility for Indian Visa application Centre at

1. **Shahjadpur – Progoti Sarani – Gulshan-2 Notun Bazar Road Area**
2. **Mirpur Road – Shyamoli – Mohammdpur – Dhanmondi Area**
3. **Old Dhaka – Motijheel – Wari Area.**

Interested parties will submit bids in two parts i.e. Technical and Financial.

Technical part must specify: Location(Full details), Carpet Area of the premises, Agreement period, Availability of car parking space, Provision of power supply with load factor and transformer, Permission from appropriate authority for using property for business/commercial purposes.

Financial Bid must state: Rent per square feet, Advance amount (if any), periodicity of increase in rental and percentage. (Proforma attached)

Minimum space required is approximately 2500 square feet having at least 4 wash rooms or provision for the same, power back up through generator. Adequate space required outside the premises for waiting for visa applicants to submit/ collect the passports. Photograph of the proposed premises being offered for rent must be enclosed with the bid.

Interested parties can submit the BIDS on or before 12.06.2016 up to 4PM, to

The VP (Operations),  
State Bank of India  
Uday Tower (1<sup>st</sup> Floor), Gulshan Avenue,  
Gulshan-1, Dhaka.

The authorized representative(s) of the parties are requested to be present at the time of opening of the Technical and Financial quotes. Only one representative from a single bidder would be allowed to be present. After opening of the technical quote, evaluation would be made as per the specification of the bank. Those whose Technical bids which are disqualified as per their technical quotes, their commercial quotes will neither be opened nor will be returned.

The Bank reserves the right to reject any or all the bids without assigning any reason.

Authorised Bank Official.

**FORMAT FOR TECHNICAL QUOTE ( To be submitted inside the envelope superscribing Technical Bid) :**

SL	Particulars	To be filled up by the Bidder	Whether documentary evidence is mandatory (Y/N)	If documentary evidence attached write "YES"
1	<b>Name of the Bidder</b>			
2	<b>Constitution</b>			
3	<b>If company, Year of Establishment</b>			
4	<b>Office Address</b>			
5	<b>Name of the owner, or major stake holder</b>			
6	<b>Address of the property</b>		Y	
7	<b>Ownership pattern</b>		Y	
	<b>If in joint names, holding pattern</b>			
8	<b>Whether permission for commercial use obtained</b>		Y	
9	<b>Water supply connection</b>		Y	
10	<b>Electricity connection</b>		Y	
11	<b>Area offered</b>		Y	
12	<b>Vehicle Parking available for</b>			
<p>I certify that the particulars mentioned above are true and correct to the best of my knowledge and believe. If it is found that any information is found to be false and or misleading, I shall be responsible for that and there would not be any liability on the Bank as a result of such misrepresentation on my part.</p> <p>Dhaka Date :</p> <p style="text-align: right;"><b>SIGNATURE</b></p>				

**FORMAT FOR FINANCIAL BID: ( To be submitted inside the envelope superscribing Financial Bid) :**

<b>SL</b>	<b>Particulars</b>	<b>To be filled up by the Bidder</b>
1	<b>Total Area offered</b>	
2	<b>Rate per Sq Ft</b>	
3	<b>Period of lease</b>	
4	<b>Any advance rent required</b>	
5	<b>Amenities offered</b>	
6	<b>Other terms , if any</b>	

I certify that the particulars mentioned above are true and correct to the best of my knowledge and believe. If it is found that any information is found to be false and or misleading, I shall be responsible for that and there would not be any liability on the Bank as a result of such misrepresentation on my part.

Dhaka  
Date :

**SIGNATURE**