

INFORMATION FOR ENLISTMENT OF CONSULTING FIRMS

1. Name of the Firm:
2. Type of the Firm (Proprietorship/Partnership/Limited Company):
3. Date of Establishment:
4. Owners Details & Office Address:
5. Name of the contact person with telephone/mobile, fax number, e-mail address etc:
6. Details of valid Trade License: (enclose copy)
7. VAT Registration Certificate: (enclose copy)
8. TIN with Tax Clearance Certificate: (enclose copy)
9. Bank Solvency Certificate (the date of issue should not be more than three months old):
(enclose copy)
10. Experience Certificates: (enclose copy)
11. Previous working experience at TBL (if any):
12. Other experience (if any):
13. Organization Chart and list of personnel employed (must have Graduate Civil and Architect Engineer):
14. Maximum value of Work, completed by your firm:
15. List of clients (including on going project):

NB: If necessary, please add extra pages.

I / We do here by declare that the above information's are correct.

Authorized Signature

Name:

Date with seal:

MAJOR DUTIES AND RESPONSIBILITIES OF CONSULTING FIRMS

1. Preparation of plan for the internal layout for Branch decoration, layout plan for the building, architectural drawing/ design, structural drawing/ design, specification etc and obtain approval of the Bank authority.
2. Arrange approval, if applicable, from other authorities, like Rajuk, City Corporations, Pourashavas, LGED Thana Engineers, Civil Aviation etc.
3. Preparation of the bidding documents for the decorator, contractor or development partners etc, evaluate offers and recommend the successful bidder as per the current and prevailing rules/laws of the land and bank.
4. Audit, examine, investigate the quality and quantity of physical infrastructure of the branch and advise penalties, if any.
5. Preparation of design and drawings (plans, elevations, sections and 3-d views of all furniture, false ceiling, floors and all necessary works with every details).
6. Prepare electrical, PABX, LAN, internet service, intercom and other electromechanical design and drawings with all type of solutions, details and diagram.
7. Preparation of detail priced Bills of Quantities (BOQ) commensurate with the prevailing market rate.
8. Preparation of work and time schedule for construction/interior decoration work.
9. Full time supervision by an Architect/Engineer during the execution period in coordination with the Bank's representative.
10. Top supervision should be provided by interior design consultant, civil and electrical engineer.
11. Should submit final report after completion of the job.
12. Certify to release of all securities money after deduction of all penalties.