Ref. No.TD-2-2020-0183, dated July 30, 2020

# M/s. … ………………………………………

# Subject: Request for proposal (RFP) for engaging a Consultant for obtaining a statutory occupancy approval from Rajuk for SMC Tower-2 (14 Storied Commercial Building with 3 levels of basements) at Mirpur, Dhaka.

Social marketing company (SMC) wants to start operation of its Pharmacy, diagnostic center and facility for providing service of consultant Doctors at Ground Floor, first floor and 2nd floor respectively by October 2020 in Phase-1 and start operation of remaining floors in Phase-2 by April 2021. In this connection, it needs to engage a Consultant for a few statutory approvals along with implementation and commissioning of those statutory approvals.

The proponent Consultant will strictly maintain Confidentiality of the content of this Request for proposal (RFP) document.

**Project Status:**

1. Structural work all floors up to 13th floor roof completed.
2. Internal finishing works all floors ongoing.
3. Exterior curtain wall framing with glass fitting ongoing.
4. Substation equipment floor ready at Basement-1 under ground floor level instead of 3rd Floor as shown in RAJUK approved plan.
5. Generator (600KVA & 400KVA) with canopy will be installed at ground floor back side (south) instead of 3rd Floor as shown in RAJUK approved plan.
6. Pharmacy, diagnostic center and facility for providing service of consultant Doctors at Ground Floor, 1st floor and 2nd floor respectively instead of space for office & store as shown in RAJUK approved plan.
7. 4th floor to 12th floor office space as per RAJUK approved plan showing office space.
8. 13th floor office space instead of Restaurant/ office space as shown in RAJUK approved plan.

# Scope of Work:

1. SMC will provide copies of RAJUK approved drawing, drawing of firefighting system, drawing of substation including license of it, all other necessary drawings, papers, letters as required by the Consultant to be engaged. Consultant will make necessary revision/correction and prepare drawing and documents based on submitted drawing & documents by SMC as per requirement of RAJUK necessary for approval of occupancy. Preparation and submission of drawing to RAJUK with relevant approval from other statutory bodies.
2. All fees against money receipt from RAJUK / The Department of Environment /Dhaka North City Corporation (DNCC)/DPDC /DESCO/ Roads and Highways/ any Govt. Authority shall be deposited and borne by SMC. The Consultant will provide necessary support and assist SMC in this connection.
3. All the incidental expenses /associated expenditure with RAJUK shall be borne by the Consultant to be engaged.

The Consultant to be engaged quote rates including TAX & VAT in the following table:

| **Item No.** | **Description of Item** | **Unit** | **Qty** | **Rate (BDT)** | **Amount (BDT)** |
| --- | --- | --- | --- | --- | --- |
| 1 | On submission of statutory approval along with implementation and commissioning of RAJUK occupancy permission. | Lot | 1 |  |  |
|  | TOTAL (BDT) |  |

In word:

If there be any ambiguities between the quoted rate and amount due to computation mistake, the quoted rate shall be considered as valid and the total amount shall be corrected accordingly. If there be any calculation mistake in computing the total cost of the work, the mistake shall be corrected and the corrected amount shall be considered for selection of the Consultant to be engaged.

Price should be quoted in local currency (both in figure and words).

# The followings are to be submitted with proposal:

1. Name, address and date of establishment of the firm.
2. Attested photocopies of Trade license, VAT registration certificate and TIN certificate.
3. Type of Organization. Mention whether it is a sole proprietorship firm/partnership firm /limited company. Legal document in this regard have to be submitted.
4. List of completed projects with particulars of similar nature of work or list of high rise building where the similar nature of works were done.
5. Signed and sealed RFP document supplied by SMC must be attached.
6. **Comments of the Consultant to be engaged on the RFP document may be mentioned, if any, but SMC is not bound to entertain the Comment(s).**
7. Opinion of the Consultant to be engaged on requirement of adding health service from another category of construction beyond approved category (THUS MIXED CATEGORY of construction approval by RAJUK for occupancy permission), if required, for DIAGNOSTIC CENTRE AND FACILITY FOR PROVIDING SERVICE OF CONSULTANT DOCTORS at first floor and 2nd floor respectively.

 Opinion on two stage occupancy permission from RAJUK.

 Opinion on any cost which cannot be determined before submitting proposal.

1. Submission of CPM/ Bar chart showing activities.
2. Brief methodology.

Based on proposal evaluation, SMC will award the job to lowest qualified bidder.

Proposals have to be submitted within one week from issuance of RFP document.

**Terms and Conditions:**

1. **Validity of Tender:** 90 (ninety) calendar days from date of submission of proposal.
2. **Bills (Payment Process)**: Final Bill will be paid within 21 days from submission after deduction of TAX & VAT as per Government Rules.
3. **Date of Award of Work:** From the day of issuance of letter of acceptance/PO/ Notification of award letter by the SMC.
4. **Time of Completion:** ON OR Before October, 2020 reckoned from Notification of award letter/ PO.

All required paper, specially fire protection and detection drawing approval by **Fire Service & Civil Defense** will be provided by SMC by August, 2020.

1. **Advance Payment:** Advance payment of contract price will be given as advance. The advance will be released in one stage. Advance will be given as against Bank Guarantee of equal amount from a scheduled Bank of Bangladesh within 15 days of submission of Bank Guarantee. Initial validity of Bank Guarantees must be six months and extendable up to full realization and full adjustment of advance. Advance will be realized from bill. In case if not realized from bill, advance will be realized by enchasing it.
2. **Performance Bond:** The consultant shall have to furnish a performance bond amounting 5% (five percent) of the contract price with validity extendable up to completion and handover of the work. Initial validity of performance bond must be six months extendable up to successful completion and handover of the work.
3. **Refund of Performance Bond:** Performance bond will be refunded after successful completion, implementation and commissioning of the work.
4. **Enhancement of Rate:** No claim for enhancement of rate shall be entertained due to price escalation or any other reason except for increase in vat & tax due to changes in legislation.
5. **Additional remuneration for services:** The Consultant shall be paid for extra additional services beyond the scope of the work or any additional cost incurred by the Consultant to be engaged which they couldn't determine before submitting proposal related to only MIXED CATEGORY APPROVAL OR TWO STAGE APPROVAL FROM RAJUK FOR OCCUPANCY PERMISSION, if and when required by SMC at such rates as are mutually agreed upon before, during or after starting the work as desired by the SMC.
6. **Site Visit & Field Measurement at Site:** Before submitting the proposal the bidder must visit the Fourteen Storied SMC Tower-2 with 3 Basements Darussalam, Mirpur Road Dhaka and may see approval copy (if needed), existing road, building location and others document (if necessary) etc for which the bidder will be responsible.

**OTHERS:**

(a) The sealed proposal should be submitted **at 2.30 pm on August 09, 2020** to SMC email # “smc.tender @smc-bd.org”. The copy of the schedule must be signed, sealed and attached to the quotation.

 (b) The proposal will be opened on the same day at **3:00 pm** in presence of the representatives of the Bidders, if any.

(c) SMC reserves the right to accept or reject any or all the offers without assigning any reason(s) whatsoever and not bound to accept the lowest tender.

Before submitting the proposal, bidders maycontract with **Mr. Mafizul Islam, Executive, Engineering, SMC TOWER-2 through Cell: 01716-271482** to have a thorough and comprehensive idea about the nature of works.

Thank you.

Yours faithfully,

(Shohel Aman Chowdhury)

Manager, Procurement

Social Marketing Company

SMC Tower, 33 Banani C/A, Dhaka-1213