EXPRESSION OF INTEREST (EOI)

Engagement of Architectural and Engineering Design Consultant for Interior decoration works of NCC Bank PLC Head Office Building

Background

NCC Bank PLC intends to renovate selected floors (4 nos. @7,000 sft approx.) of its 22-storied Head Office Building to modernize the workplace, improve functionality, enhance operational efficiency, and create a contemporary banking environment. To ensure proper planning and execution of the interior decoration works, the Bank invites Expressions of Interest (EOI) from qualified and experienced consulting firms to provide comprehensive architectural, engineering, and project consultancy services.

Objective

The objective of this assignment is to engage a competent consultant to develop complete renovation plans and provide professional consultancy services from project inception through the tendering stage and, if required, implementation support.

Scope of Services

The selected consultant shall, but not be limited to, perform the following services:

- Conduct site visits, surveys, and assessment of the existing condition of the identified floors.
- Review the Bank's functional requirements and operational needs.
- Prepare conceptual design options and presentation for approval.
- Develop detailed architectural, interior, electrical, mechanical, plumbing, HVAC, fire protection, ICT, lighting, and other relevant engineering designs.
- Prepare detailed drawings, specifications, and construction documents.
- Prepare Bill of Quantities (BoQ), engineer's estimate, and cost analysis.
- Prepare technical specifications and tender documents.
- Assist the Bank during the tendering process by responding to technical queries and evaluating bids.
- Provide value engineering recommendations to optimize project cost and quality.
- Provide periodic supervision, quality assurance, and technical support during project implementation.

Eligibility Criteria

Interested consulting firms should satisfy the following minimum requirements:

- Registered consulting firm/company in Bangladesh.
- Minimum 10 years of experience in architectural, engineering, and interior consultancy services.
- Proven experience in successfully completing renovation or interior design projects for commercial buildings, banks, financial institutions, corporate offices.
- Availability of qualified professionals, including architects, structural engineers, electrical engineers, mechanical engineers, quantity surveyors, and project managers.
- Sound financial capability and organizational resources to undertake the assignment.

Documents to be Submitted

Interested firms shall submit the following documents:

- Letter of Expression of Interest.
- Company profile.
- Valid Trade License.
- Certificate of Incorporation/Registration.
- TIN and VAT Registration Certificates.
- Updated income tax return certificate.
- Details of key professionals.
- List of similar assignments completed during the last ten years with client references.
- Completion certificates or work orders for similar projects.

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- Audited financial statements for the last three years (if any).
- Any other relevant information supporting the firm's qualifications.

Selection Method

The consultant will be shortlisted based on qualification, relevant experience, technical capability, availability of qualified professionals, and organizational strength. Shortlisted firms may subsequently be invited to submit detailed technical and financial proposals in accordance with the Bank's procurement policy.

Submission of EOI

Interested consulting firms are requested to submit their Expression of Interest in a sealed envelope clearly marked:

"Expression of Interest for Engagement of Design Consultant for Interior decoration works of NCC Bank PLC Head Office Building."

The EOI shall be submitted to the following address on or before the deadline mentioned in this notice.

Address: Head of Common Services Division
NCC Bank PLC
5th Floor, Head Office, Motijheel C/A,
Dhaka, Bangladesh

General Conditions

- NCC Bank PLC reserves the right to accept or reject any or all EOIs without assigning any reason.
- Submission of an EOI does not create any obligation on the part of the Bank to award the assignment.
- Only shortlisted firms will be invited to participate in the next stage of the selection process.
- The Bank may verify any information submitted by the applicants.

