

TENDER DOCUMENTS

FOR

Refurbishment of Biman London City office
17 Conduit Street, London W1S2BJ

Schedule purchasing time: Up to 10/04/2020 during office hours
Tenders will be received up to 1400 Hrs. LT on 13/04/2020
Tenders will be opened at 1430 Hrs. LT on 13/04/2020

COUNTRY MANAGER, UK & IRELAND
BIMAN BANGLADESH AIRLINES LTD
17 CONDUIT STREET, LONDON, W1S 2BJ

MARCH' 2020

BIMAN BANGLADESH AIRLINES LTD.

TABLE OF CONTENTS

		Page No.
A.	INTRODUCTION	03
B.	TENDER NOTICE	04
C.	INSTRUCTION TO THE TENDERERS (ITT)	05
D.	SCOPE OF WORKS	08
E.	SCHEDULE OF WORKS	09
F.	INDICATIVE TERMS AND PRELIMS	26
G.	PARTICULAR CONDITION OF CONTRACT	
H.	FORM OF CONTRACT	31
I.	FORM OF PERFORMANCE BOND	31
J.	FORMS OF COLLATERAL WARRANTY	31
K.	SURVEY REPORT <i>(Should be validated by the bidder at his own cost. If required soft copy of the same may be collected from Biman London City office at 17 Conduit Street, London W1S2BJ)</i>	31
L.	REVALIDATED SURVEY REPORT	31

A. INTRODUCTION

Biman Bangladesh Airlines intends to renovate/refurbish the office space that meets all current legislation/regulations at 17 Conduit Street, London W1S2BJ to accommodate new office space on the 1st, 2nd, 3rd and 4th floors and leave a clear open space to the ground and basement floors for possible retail rental space for optimum utilization.

Interested parties are invited to tender for the above project to refurbish Biman's current office building throughout. A full survey has been carried out as Phase-1 of the works, as enclosed for ready reference and validation.

It will be the responsibility of the interested party to validate the existing survey and carryout all additional survey (If required) and execute refurbishment of the ground &basement floor to a let-able standard for potential retail tenants, Full refurbishment of the 1st to 4thFloors to a standard as occupation for Biman Bangladesh Airlines offices and external refurbishment works of the building as described in the survey report and specification of works by supplying all materials, workmanship and by obtaining all permissions from local regulatory authorities/bodies as a package on Design & Build basis.

Please use the attached blank costing document to submit your costs for the works. Additional descriptions or information may be mention at the bottom of the documents (If any).

B. TENDER NOTICE No. LONUU/01(A)/032/2020

Sealed tenders in single envelope system (Technical Proposal & Financial offer) are hereby invited for **Design and Renovation/Refurbishment of Biman City Office at 17 Conduit Street, London W1S2BJ on Design & build/ Turnkey basis** (i.e. from designing to complete construction). The Real Estate developers/ 1st class enlisted contractors of Govt./Semi-Govt./Autonomous bodies or the joint Venture consortium of developers/ 1st class enlisted contractors/Firms who have designed and completed construction/refurbishment works in all respect of at least 01 (one) multi-storied building of amount to minimum £ 500,000.00 (Five Hundred Thousand) in a single work order.

The Tender document with detail terms & conditions, specifications will be available from Bangladesh Biman, 17 Conduit Street, London W1S2BJ on cash payment of £ 500.00 (Five Hundred) only (non-refundable) per set on all working days up to 10 /04 /2020.

The tender will be received in the office of the Country Manager, 1st floor, Bangladesh Biman, 17 Conduit Street, London W1S2BJ up to 1400 hours on 13/04/2020 and the proposal will be opened at 1430 hrs on the same day in presence of the tenderers (if any).

Biman Management reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

Country Manager (UK & Ireland)

C. INSTRUCTIONS TO TENDERERS (ITT)

1. Preparation of Tender Documents:

Sealed tenders in single envelope system comprising (Technical proposal & financial Offer) **on Design & build/Turnkey basis** (i.e. from designing to complete refurbishment in readily useable condition):

- a) Name of work : Refurbishment of Biman London City office 17 Conduit Street, London W1S2BJ
- b) Time period for submission of Tender : 01 (One) month
- c) Eligibility of tenderer : As per tender notice
- d) Performance bond : Allow for 10% (Ten percent) of the contract price from any bank of UK or approved surety in the form appended to this Tender or such other form as approved by the Employer
- e) Liquidated damage : To be confirmed but price on basis of £1500 per week or part thereof
- f) Retention : 5% of the contract sum to be retained from interim payments, half released at practical completion of the works and half upon expiry of rectification period
- g) Rectification period : 12(Twelve) months from the date of practical completion of Works

02. **Mode of Payments:**

- a) Monthly Interim Payments shall be made as per progress of the Works as decided by Biman authority.
- b) All payments are subject to certified by the user department and Employer's Agent/contract administrator.
- c) All payments shall be made after deductions of 5% retention money.

03. **Purchase & Availability of Tender Documents:**

As per tender notice.

04. **Mode of Submission of Proposal:**

The technical proposal & the financial offer must be submitted in a single sealed envelope clearly bearing the project & bidders name & address. The offer should contain money receipt of purchase of tender schedule along with the following documents:

- a) Experience Certificate as per tender notice.
- b) List of Similar works completed (with address and contact number of clients) during last 05 (Five) years to assess the capability of the contractor.
- c) List of similar projects in hand (ongoing projects).

- d) Valid Trade License/Trade permission from local authority.
- e) VAT/TIN Registration Certificate
- f) Bank Solvency Certificate/Yearly turnover.
- g) Original money receipt of purchasing the schedule.
- h) Printed copy (hard copy) of technical brochures/catalogues and drawings containing technical information.
- i) Background information of the bidder.
- j) **Approach & methodology:** General approach and methodology which he/they want to propose for carrying out the work clearly mentioning time schedule for monitoring of progress and quality of works.
- k) **Work Programs:** Work programs in bar chart and network diagram of the principal activities and probable timing for the assignment of each item of work and the total completion of the project.
- l) **Plants, machineries and equipments:** The bidder must have sufficient construction equipments, scaffolding, list of construction plant, machinery, equipment, shuttering materials, etc should be available and to be provided in the project.
- m) Comment (if any) for improving the quality and early completion of the project may be submitted with the offer.
- n) Design/drawing & planning: The bidder shall have to study the existing survey report for validation purpose and perform additional survey (If required) and submit accordingly.

05. **Receiving & Opening of Tenders:**

As per tender notice.

06. **Tender Evaluation Criteria:**

Technical proposal will be evaluated in least cost basis of the following criteria:

- a) Organization capability and logistic facility of the contractor/firm/joint venture.
- b) Assessment of design/drawings submitted with the tender.
- c) The firms /contractor general experience in the field of assignment.
- d) Financial capability of the contractor.
- e) Work program with activity & time schedule.

07. **Collection of Information:**

Regional Manager (UK & Ireland)

08. **Items of Work Not Covered in Tender:**

As per local market value subject to verification.

09. **Form & Execution of Agreement:**

The successful bidder will have to enter into a formal agreement according to format referred to in this Tender document. For this purpose the tenderer shall have aim to enter into the building contract based on the JCT DB 2016 Edition and procure the performance bond within 14(Fourteen) days from the issuance of letter of intent communicating the acceptance of his/their tender.

10. **Authority's (BBA) Right Related to Tender:**

The final acceptance of the tender will rest with the authority who does not bind himself to accept the lowest tender and reserve the right to reject any or all the tenders received without assigning any reason there to and not bound for compensation (If any).

11. **Implementation of VAT & Income Tax:**

As per local law

13. **Bank Guarantee or Performance Bond:**

10% of the contract price in the form appended to this Tender or such other form as approved by the Employer.

Signature & seal of the contractor

Authorized Signature
Biman Bangladesh Airlines Ltd.

D. SCOPE OF WORK FOR RENOVATION/REFURBISHMENT

The bidder has to be done the following works:

- a) Study/Validation of existing survey report.
- b) Carryout additional survey (If required).
- c) Preliminary conceptual design (Architectural, Structural & MEP).
- d) Detail working design/plan.
- e) Analyzing/Defining bill of quantities i.e. materials, specification, quantity, etc.(Adding or Deleting can be done as a complete package) as a complete package.
- f) Price should be quoted item wise individually.
- g) Project Management (Quality control, cost control, Supervision, monitoring and controlling etc.)
- h) All Permissions from local regulatory bodies required for the said renovation/refurbishment project. Biman Bangladesh Airlines Ltd. (BBA) will provide only regulatory fees and letters.
- i) To complete the project as a package providing all materials, workmanship, specialists including traffic management, moves management, party wall management, etc. all complete.
- j) To submit a work plan/ work programme with completion time.
- k) All works should be carried out in prior consultation with BBA.
- l) The works should be completed with compliance to all local laws (Health & safety etc.) of the regulatory authorities.
- m) Inspection by regulatory bodies/authorities.
- n) Issuance of certificate that the all works have been carried out complying with all local rules of regulatory authorities.

Signature & seal of the contractor

Authorized Signature
Biman Bangladesh Airlines Ltd.

E. **Schedule of Works (Approximate)**

Subject :Refurbishment of Biman London City office 17 Conduit Street, London
W1S2BJ

Element 1A Demolition and site Clearance

Item	Description	Quantity	Unit	Rate	<u>Total Price</u>
	<u>Allow to strip-out soft floor finishes to:</u>				
1.01	Basement	97	m ²		—
1.02	Ground	89	m ²		—
1.03	First	76	m ²		—
1.04	Second	53	m ²		—
1.05	Third	48	m ²		—
1.06	Fourth	44	m ²		—
	<u>Allow to strip-out ceiling finishes to:</u>				
1.07	Basement	97	m ²		—
1.08	Ground	89	m ²		—
1.09	First	76	m ²		—
1.10	Second	53	m ²		—
1.11	Third	48	m ²		—
1.12	Fourth	44	m ²		—
	<u>Allow to strip-out floor boards to:</u>				
1.13	Ground	89	m ²		—
1.14	First	76	m ²		—
1.15	Second	53	m ²		—
1.16	Third	48	m ²		—
1.17	Fourth	44	m ²		—
1.18	Allow to strip-out existing roof light to first floor and 4th floor	2	Nr		
1.20	Allow to hack off wall plaster to general office areas to all floors	604	m ²		
1.21	Allow to hack off wall plaster –staircase and common areas	216	m ²		
1.22	Allow to hack off wall plaster –general area of basement	315	m ²		
1.23	Allow to demolish existing non load bearing partitions (subject to detailed site investigation) 100mm thick including skirting's to all floors	196	m ²		
1.24	Allow to taking off existing skirting's to all floors	280	m		
1.25	Allow to remove all existing single doors and frames to all floors	41	Nr		

1.26	Allow to strip out existing WCs to all floors and Remove Instantaneous hot water heaters in WCs and kitchens.	5	Nr		
1.27	Allow to strip out existing Tea Points at 1st floor	1	Nr		
1.28	Allow to isolate and make safe existing electrical services installations to all floors	33	Item		
1.29	Allow to strip out existing redundant electrical services to all floors	1	Nr		
1.30	Allow to remove existing shop front and main entrance door, take away from site and dispose	1	Item		
1.31	Allow to remove gas light to front elevation, take away from site and dispose	1	Item		
1.32	Allow to remove all existing redundant furniture, files, papers, Computers, printers, monitors, electrical items, appliances, fittings and fixings.	1	Item		
1.33	Allowance for deep clean of existing areas prior to start on site	1	Item		
1.34	<u>Hard demolitions to basement Vault</u>	1	Item		
	<u>Roof</u>				
1.35	Strip off all roof coverings prior to main roof complete and prepare for new roof finishes	1	Item		
1.36	Remove and dispose the iron safe from the Ground floor	1	Item		
1.37	Thoroughly clean & Clear debris from basement lightwell, replace if necessary	1	Item		
1.38	The water tank needs to be removed and service pipework made safe	1	Item		
1.39	Remove extract ducting from lightwell	1	Item		
1.40	Remove glass partition / wall from the front part of the basement	1	Item		

(Seal & Signature of the Contractor)

Element 1B Foundations

Item	Description	Quantity	Unit	Rate	<u>Total Price</u>
	NO WORKS TO FOUNDATIONS REQUIRED				

Element 2A Frame

Item	Description	Quantity	Unit	Rate	<u>Total Price</u>
2.01	Allowance for replacement of rotten or defective timbers.	1	P Sum		
2.02	Allowance for structural repairs following opening up works	1	P Sum		
2.03	Allowance for smoke test and repairs to chimneys. Replace flaunching to chimneys and Clear vegetation from chimneys	1	P Sum		
2.04	Asbestos survey, (IF REQUIRED)	1	Item		
2.05	Removal of asbestos following asbestos report	1	Item		

Element 2B Upper Floors

Item	Description	Quantity	Unit	Rate	<u>Total Price</u>
2.06	Supply & install 12 mm plywood substrate flooring on existing joists including packing to all floors to provide level floor finish. Please note this will be within the constraints of the existing building.	407	m ²		
2.07	75mm insulation quilt laid between existing floor joists	407	m ²		

(Seal & Signature of the Contractor)

Element 2C Roof

Item	Description	Quantity	Unit	Rate	Total Price
2.08	Allow to supply & install new slate tile roofing to existing pitched roof and replace all lead work	1	Item		
2.09	Allow to strip off existing flat roof covering and remove from site; supply and lay asphalt or other suitable built up roof membrane	30	m ²		
2.10	Allow to replace existing soffit and fascia boards to front and rear elevations of the building.	1	Item		
2.11	Allow to replace with solid roof in place of existing roof light in 1st floor	1	Item		
2.12	Allow to replace with solid roof in place of existing roof light in 4th floor	1	Item		
2.13	Allow to supply & install new cast iron soil and rainwater pipes including guttering to replace all existing.	1	Item		
2.14	Allow to provide scaffolding for the front elevation, rear elevation and for the above works for the duration of the works c/w top hat to protect roof while roof lights replaced and re-roofing works carried out.	1	Item		
2.15	Reline and clear the front parapet gutter to the main roof and front elevation mansard and maintenance works should be undertaken. To prevent debris accumulation, fine wire mesh need to be placed on top of the gutters	1	Item		
2.16	The low level roofs to the rear of the property requires overhauling with similar or suitable repairs required to those on the main roof (ground floor, 1st floor and 1st floor toilet block extension)	1	Item		
2.17	Undertake repairs internally following roof leaks	1	Item		
2.18	Repair brickwork to toilet block extension in 1st floor	1	Item		
2.19	The main roof covering needs to be removed and the beam and block structural elements investigated and repaired.	1	Item		
2.20	Repairs to parapet walls at roof level, flashings and chimney stacks, the front mansard flat pitches and the small roof over the front bay at fourth floor	1	Item		

(Seal & Signature of the Contractor)

Element 2D Stairs

Item	Description	Quantity	Unit	Rate	<u>Total Price</u>
2.21	Allow to strip back paint and varnish to stair treads and risers, ballustrades, newel posts, handrail, exposed stringers to base finish and redecorate all in base coat and 2 coats of oil based paint finish to stairs and varnish to handrail.	1	Item		
2.22	Allowance for refurbishment of rear metal staircase and complete redecoration thereafter.	1	Item		

Element 2E External Walls

Item	Description	Quantity	Unit	Rate	<u>Total Price</u>
2.26	Sika render to basement walls.	315	m ²		
2.27	Stone cleaning to front elevation with specialist stone cleaning system such as JOSS or TORC system	87	m ²		
2.28	Allowance for brick cleaning to rear elevation	1	item		
2.29	Masonry repairs to front elevation	1	PSum		
2.30	Brick Repairs to rear elevation	1	PSum		
2.31	Replace the top section of the soil stack to the rear elevation	1	Item		
2.32	Undertake redecoration to rear elevation windows and pipework	1	Item		
2.33	The walls of the basement require plaster removal and tanking where damaged by failure of damp proof membrane and general water ingress	1	Item		

(Seal & Signature of the Contractor)

Element 2F Windows and External Doors

Item	Description	Quantity	Unit	Rate	<u>Total Price</u>
2.34	Allow to supply & install new shop front to Ground Floor front elevation. Frame to be of contemporary construction with full height single pane of glazing.	1	Item		
2.35	Allow to supply & install replacement double glazed window to 1 st floor front elevation to match existing design and materials to comply with Planning and Building Regulations.	1	Item		
2.36	Allow to supply & install replacement double glazed windows through out to front and rear elevation to match existing design and materials to comply with Planning and Building Regulations. (Recommended to physical inspection before quotation for exact total works of windows)	32	Nr		
2.37	Allow to supply & install new external glass door and frame to new Ground Floor Shop front.	1	Nr		
2.38	Allow to supply & install new external solid door and frame at separate entrance at Ground Floor, Rear fire Escape and Basement.	3	Nr		

(Seal & Signature of the Contractor)

Element 2G Internal Walls and Partitions

Item	Description	Quantity	Unit	Rate	<u>Total Price</u>
2.39	<u>Partitions to 1st to 4th floors</u> Supply and install 100mm plasterboard partitions from floor screed to underside of suspended ceilings. Partitions to consist of two sheets of 12.5mm plasterboard mechanically fixed each side of 50mm metal studs. Joints to be taped and filled ready to receive decoration. Providing approximately 40/42 db sound rating; approx 3200mm high.	19	m		
2.40	Supply and install full height (up to 2350 mm bulkhead) Tenon vitrage 10mm toughened silicon jointed single glazing set into TV611 aluminium (Can be finished to RAL Colour) 32x25mm head channel/wall abutment with TV614 19x19mm. twin aluminum base floor locating angles providing a designed acoustic rating of approximately 34 db. to sales Managers office on 1 st floor, Finance Managers office on 3 rd Floor and Meeting Room on 4 th Floor	9	M		

Element 2H Internal Doors

Item	Description	Quantity	Unit	Rate	<u>Total Price</u>
2.41	<u>Doors to 1st to 4th Floors</u> Allow to supply & install standard height 838 mm wide half hour fire rated single doors and frames, complete with stainless steel ironmongery; Oak faced veneer finished.	16	Nr		
2.42	Allow to supply & install standard height 838 mm wide half hour fire rated double doors and frames, to new comms Cupboard complete with stainless steel ironmongery; Oak faced veneer finished.	1	Nr		
2.43	Allow to supply & install Glazed door to Sales Managers office on 1 st floor	1	Nr		
2.44	Allow to supply & install MANET Glass sliding door to 4 th Floor Meeting Room.	1	Nr		
2.45	Allow to form new opening in existing partition for single door opening to 2 nd Floor WC	1	Nr		
2.46	Allow to infill wall openings where existing redundant single doors and frames removed	5	Nr		

(Seal & Signature of the Contractor)

Element 3A Wall Finishes

Item	Description	Quantity	Unit	Rate	Total Price
3.01	Allow to provide new 13mm two coat plaster finish to internal faces of all existing base build walls throughout	820	m ²		
3.02	Allow to provide new 13mm two coat plaster finish to internal faces of all new wall infill's throughout.	22	m ²		
3.03	Allow to decorate all new and existing solid partitions and base build walls in one mist and two full coats of Dulux Trade emulsion paint.	820	m ²		
3.04	Allow to decorate new and existing 12mm x 100mmMDF skirting in Dulux oil based paint finish.	318	m		
3.05	Allow to redecorate existing areas below staircase stringers in Dulux oil based paint finish,	1	Item		

Element 3B Floor Finishes

Item	Description	Quantity	Unit	Rate	Total Price
	Allow to supply & install contract grade Quadrant Oriel carpet tiles,(colour to be confirmed on award of contract) using on approved tackifier adhesive to:-				
3.06	First	76	m ²		
3.07	Second	53	m ²		
3.08	Third	48	m ²		
3.09	Fourth	44	m ²		
3.10	Staircase and landings	70	m ²		
3.11	Allow to supply & install Armstrong anthracite vinyl sheet flooring, according to manufacturer's instructions to WCs and Tea Points to 1 st ,2 nd ,3 rd & 4 th floors	20	m ²		
3.12	Note : No floor finishes proposed to the Ground and basement floors as part of the landlords works as the incoming tenant will provide this as part of their shop fit out /refurbishment works All basement areas will require full tanking to prevent continued water ingress and Undertake repairs to active water leak in basement and damage caused as a result	1	Item		
3.13	Replace manhole covers to basement	3	Item		

(Seal & Signature of the Contractor)

Element 3C Ceiling Finishes

Item	Description	Quantity	Unit	Rate	<u>Total Price</u>
3.14	Allow to supply & install new Gyproc MF ceilings throughout, comprising double layer plasterboard, skimmed taped and Jointed ready to receive decoration with replacement of the existing Ceiling Grid	407	m ²		
3.15	Allow to decorate new MF ceiling in one mist coat and two full coats emulsion paint.	407	m ²		
	NOTE: No ceiling finishes proposed to the Ground and basement floors as part of the landlords works as the incoming tenant will provide this as part of their shop fit-out/refurbishment works				

Element 4A Fitting and Sundries

Item	Description	Quantity	Unit	Rate	<u>Total Price</u>
4.01	Allow to supply & install new Howdens gloss white Tea Point to 1 st floor comprising; 1No. LamonaUllswater stainless steel single bowl sink and drainer 1No. set of Lamona chrome garda swan neck monoblock mixer taps 4lm of worktop 1No. 1m corner base unit 1No. 1m sink base unit 1No. 500mm drawer stack 1No.500mm base unit 1No. Integrated dishwasher 1No. Integrated fridge 2No. 600mm wall units Include for all pelmets, plinths, cornices and stainless steel "D" chunky handles.	1	Nr		
4.02	Allow to supply & install new Howdens gloss white Tea Point to (2nd floor and 4th floor) comprising; 1 No. Lamona Ullswater stainless steel single bowl sink and drainer 1.No. set of Lamona chrome garda swan neck mono block mixer taps 4lm of worktop 1No. 1m corner base unit 1No. 1m sink base unit	2	Nr		

	<p>1No. 500mm drawer stack 1No. 500mm base unit 1No. Integrated dishwasher 1No. Integrated fridge 2No. 600mm wall units Include for all pelmets, plinths cornices and stainless steel "D" chunky handles. Allow to supply & install new sanitary ware to new & existing WCs comprising:-</p>				
4.03	<p>Ideal standard white btw E000-101 back to wall WC pan with fixing brackets and horizontal outlet, S362467Conceala 2 cistern ,6 litre, dual flush pneumatic flush valve fitting, top inlet ball valve and internal overflow, E4437AA Contemporary Flush plate , Chrome plated, Armitage Shanks Ventura 37 short projection wall mounted wash basin S2785, S7446AA lever action spray mixer tap , S8900 1 ¼ inch metal bottle trap 75mm seal.</p>	1	Item		
4.03a	4 th floor	1	Item		
4.03b	1 st floor	1	Item		
4.03c	2nd floor	1	Item		
4.03d	<p>3rd floor. Also allow to install a frosted glass shower enclosure next to WC along with hot and cold water mixer tap. <u>Furniture comprising :-</u></p>	1	Item		
4.04	Kalidro desk to Country Manager's Office	1	Nr		
4.05	Kalidro desk to Finance Manager's Office	1	Nr		
4.06	Kalidro desk to Sales Supervisor Office	1	Nr		
4.07	04 person sales desk to Sales office	1	Item		
4.08	Modesty panels to above.	4	Nr		
4.09	1 person kalidro Desk with drawers	6	Nr		
4.10	2 person Kalidro Desk	1	Nr		
4.11	Cupboard 1000 x 1585mm high	4	Nr		
4.12	Cupboard 1000 x 1985mm high	16	Nr		
4.13	Cupboard 1000 x 1000mm high	4	Nr		
4.14	Executive/ managers chairs	16	Nr		
4.15	Visitor Chairs	16	Nr		
4.16	02 seater sofa	4	Nr		
4.17	Filing shelves (floor to ceilings and floor to chest height) in each floor to accommodate files and documents with footstools	TBA	Nr		
4.18	Medium sized fireproof Vault, floor mounted and secured.	1	Nr		

(Seal & Signature of the Contractor)

Element 5A Services –Mechanical

Item	Description	Quantity	Unit	Rate	<u>Total Price</u>
5.01	Heating Installation: 1 st to 4 th floors only – allow to replace the existing heating system in it's entirely with new water central heating system with gas boiler and 17 no radiators and all associated pipe work and connections. Renew the existing hot & cold water services. Note: ground and basement to be left for incoming tenants own system.	1	Item		
5.02	Allow to connect new Gas supply from existing main, including all necessary pipe work and metering for the installation to the two individual premises.(Biman Bangladesh Airlines and sub-let) NOTE: successful contractor to produce detailed design and installation drawings.	1	Item		
5.03	Allow to provide new domestic hot and cold water systems to existing refurbished and new Tea Points and WCs, to include for all necessary pipe work and waste drainage. NOTE: successful contractor to produce detailed design and installation drawings.	1	Item		
5.04	Ventilation installation- Allow for new fans fitted with visible remote failure indicators, extract ventilation of toilets by means of duplicate automatic changeover extract ventilation fans and should include an automatic duty share facility to even the load on each fan. Tea points to have mechanical extract in accordance with Building Regulations. Replace exhaust ducting from basement lightwell	1	Item		
5.05	Allow to connect new water supply from existing main, including all necessary pipe work and metering for the installation to the two individual premises.(Biman Bangladesh Airlines and sub-let)	1	Item		

(Seal & Signature of the Contractor)

Element 5B Services –Electrical

Item	Description	Quantity	Unit	Rate	Total Price
5.06	<p>Electrical works <i>Complete replacement of the electrical services and separate meters to each tenanted area (one for basement and ground floor and another for the rest of the building) are required</i></p> <p>Strip out of – light Fittings, lamp disposal in accordance with HSE recommendations, Isolation of electrical cables, socket outlets and fuse boards, data, telephone points, network points and wiring. Remove and replace the electric junction box front of ground floor entrance.</p> <p>Mains Distribution (New/Re-fixing) Mains Distribution MCCB Panel (excludes new supply and meter tails etc), distribution board, sub main to feed new distribution board. Check metering with pulse output, circuit breakers to existing distribution boards. Power supplies and electrics – allow for 63 no switched socket outlets part m compliant throughout all floors, 23 no fused spur outlets part m compliant, 6 no cleaners sockets, 5 no 2kw and 3kw supplies for pumps & water heaters, comms room distboard, sub main to feed new distboard, comms room metering with pulse output,16ASP&Ncomms room supply, dedicated earth bar, 32ASP&N supply to boiler room, extract fan wired to controller fed from local lighting circuit, include all necessary earthing and bonding, testing on completion as per site requirement.</p> <p>Lighting System 34 no LG7 (2X49W) suspended non dim able light fitting,3 no surface mounted pop packs light fittings, 16 no 2D type surface mounted light fittings, 3 no LED (warm)down lighters, upgrade 32 no lights to emergency fittings, allow for 41 no localized switching, 20 no PIR / daylight sensors to intelligent system, 6 no moisture resistant light fittings to tea points and WC's allow emergency light tests on completion as per site requirement. Provide new trunking system risers through floors</p>	1	Item		

(Seal & Signature of the Contractor)

Element 5C Services – lifts

Item	Description	Quantity	Unit	Rate	<u>Total Price</u>
	N/A				

Element 5K Services – Protective Installations

Item	Description	Quantity	Unit	Rate	<u>Total Price</u>
5.07	Allow to alter and adapt existing Fire Alarm system to all floors to comply with current Building Regulations, Basement & Ground Floor to have separate system to the 1st to 4 th floors. Allow to Disconnect, make safe and reconnect existing smoke detectors, sounders and break glass call points, supply & install new Fire Alarm interface, Xenon Beacon, New Break Glass Call point and commission upon completion	1	Item		
5.08	Sprinkler Installation.	1	Item		
5.09	CCTV Installation (1st floor to 4th floor)	1	Psum		
5.10	Security Alarm System (1st floor to 4th floor)	1	Item		
5.11	Emergency lighting to the escape route at each level	1	Item		

Element 5L Services – Communication Installations

Item	Description	Quantity	Unit	Rate	<u>Total Price</u>
5.12	Allow to provide new data cabinet with overhead fan, internal power bar complete with 32 amp supply terminated on wall with commando socket. Provide all necessary containment and cable tray to provide 32 no cat 5e/6e data outlets for voice and data to BIMAN staff in 1 st to 4 th floor offices.	1	Psum		
5.13	Voice and data (POE) to 1st, 2nd, 3rd and 4th floor	1	Item		

(Seal & Signature of the Contractor)

Element 5M Services – Specialist Installations

Item	Description	Quantity	Unit	Rate	<u>Total Price</u>
	N/A				

Element 6A External Works

Item	Description	Quantity	Unit	Rate	<u>Total Price</u>
	N/A				

Element 6B Drainage

Item	Description	Quantity	Unit	Rate	<u>Total Price</u>
6.01	Repairs to drainage following CCTV report	1	Item		
6.02	Drainage to basement area, lightwell & fire exit	1	Psum		

Element 6C Incoming Mains (IF REQUIRED) for sub let area (Basement & Ground floor)

Item	Description	Quantity	Unit	Rate	<u>Total Price</u>
6.03	New electrical mains supply	1	Psum		
6.04	New gas supply	1	Psum		
6.05	New water supply	1	Psum		

Element 6D BWIC with Incoming Mains

Item	Description	Quantity	Unit	Rate	<u>Total Price</u>
6.06	Builders work	5%			

(Seal & Signature of the Contractor)

Element 7 Options

Item	Description	Quantity	Unit	Rate	<u>Total Price</u>
7.01	New screen basement- front elevation (If required)	1	Item		
7.02	215mm brickwork in load bearing walls (If required)	43	m ²		
7.03	Sika render to new walls (If required)	64	m ²		
7.04	Allow an option to install a 2 pipe cooling only supplementary AC system to the 1 st to 4 th floors comprising 2 no 3.5kw ceiling mounted cassette units and 6 no 5kw ceiling mounted cassette units. Include all necessary external condenser units, power supplies and pipe work connections to internal units. (If required)	1	item		

(Seal & Signature of the Contractor)

Elements Totals	£ £ / m2	£/ ft2
Fees		
Architectural designs- Including preparation of Working drawings and site calculations		
Structural Engineering Design-including Structural calculations, production of working Drawings and validation of subcontractor Proposals		
Building Services Validation- validation of Subcontractors proposals to ensure services Capacity and compliance		
Planning Fees- subject to scope of works		
Building Control		
Anthrax Survey		
CDM Principal Designer –CDM fees as statutory Requirement		
Kitchen Design		
Lighting Design		
If required the following items should be included <u>In the proposal as a package:</u>		
"Fire risk assessments" and "Energy Performance Certificate" (EPC) are required to establish where shortfalls have been identified and identify improvement works that will be required as part of the refurbishment		
EPC (Engineering Planning Consultant), Building control & planning fees, Asbestos survey (If required), Structural, Travel expenses outside of central London, Acquisition costs, Finance costs, Insurance costs, Appointment of additional sub-consultants, Expenses, Opening up works and commissioning where Sub-contractor required, Based on D &B contract from concept design, IT consultancy, Moves management, Party wall services, Planning consultant, Approved inspector, Printing services, Validation surveys, CGIs, Printing costs, Building surveys, Fly throughs etc.		
<u>Signature & seal of the contractor</u>		

Scope of Works- The Contractor is to read the Drawings, specifications, schedules, scope of Works and various reports as a whole and include The cost of all works associated including the co Ordination of such within the construction works

Fees – sub total _____

Sub total _____

Cost Plan Total _____

Excl VAT

**Notes and Clarifications – to be read in
Conjunction with the const plan**

Exclusions/ Comments (If any):

**Please note that costs are subject to full
Validation survey including site visit. All costs therein shall be borne by the bidder.**

Signature & seal of the contractor

Authorized Signature
Biman Bangladesh Airlines Ltd.

F. INDICATIVE TERMS AND CONDITIONS/PRELIMS

01. Duties and Power of the Employer's Agent/contract administrator:

The duties of the Employer's Agent who is the representatives of the Owner are to watch and supervise the works and to test and examine any materials to be used or workmanship employed in connection with works. He shall have no authority to relieve the Contractor of any of his duties or obligations. Any written instruction or approval given by the Employer's Agent to the Contractor shall bind the Contractor and the Owner though it had been given by the Employer's Agent. All types of work shall be executed correct to the specification and methodology submitted by the Contractor and approved by the Owner in the most substantial and workmanlike manner as per direction of the Employer's Agent to his satisfaction. In case of defect or deviations the Employer's Agent can demand dismantling rectification and repair of such works which are not in accordance with methodology or the specification and the Contractor shall have to do the same at his own cost.

02. Contractor's Liability

All liabilities in undertaking the work including all risks and costs lie solely with the Contractor. Biman authority will have no liability whatsoever except payment of bills as per payment terms on satisfactory work performed by the Contractor. The Contractor shall be liable for any damages due to faulty equipment/machinery and works.

03. Performance Bond

No later than 07 (Seven) days from the date of commencement of works/entering into the contract the Contractor shall furnish a Performance Bond in the form required in this Tender or approved by the Owner for an amount not less than 10% (**TEN**) of the total quoted price for the work for the faithful performance of the contract which will remain valid notwithstanding variations, alteration or extension of time that may be given or agreed upon. The Performance Bond shall additionally pay out on Contractor insolvency and have a minimum duration to the date of practical completion of the Works.

04. Validity of Tender:

The rate quoted by the contractor will remain valid for minimum 120 (One hundred and twenty) days from the date of opening of the tender.

05. Turn key Rates:

The rate submitted by the Contractor shall be inclusive of the cost of superintendence, supply of all materials and labors, professionals, experts, engineers, different types of inspectors, designs, drawings, all machineries, instruments, tools, plants and apparatus, derricks, pump sets, welding machine, scaffolding or any other equipment required for this work with all profit, incidental charges, insurance, carriage, shuttering, centering and making arrangement for lighting, water supply, sanitation, cooling, heating, protection of work, re-arrangement/re-location of electrical boards/circuits, communication boards/lines, telephone boards/lines, providing all types of public notice, traffic management, move management, party wall management, cleaning of site and all items of works. Cost of preparing the preliminary and final detail drawing design and methodology of work, all temporary and preparatory works, shoring and restoring work, load transfer, collecting all spoils, debris, removal of the same to a place as per local law and as directed by the owner are all includes in all rates and the works written/unwritten/hidden will be included in these rates for completion of the Project in a package.

06. Visit of Work Site:

The bidder may visit the site before submission of the tender and quote rate accordingly. Any extra claim for unawareness for the local conditions and any unforeseen difficulties for the Contractor will not be entertained.

07. Variation of Works:

Biman reserves the right to increase or decrease or delete any quantity/item of works beyond the scope of drawing /design/schedule of works specified in the tender or contract.

08. No Claim on Account of Fluctuation:

It may be clearly understood by the Contractor that, no claim on account of any fluctuation of prices of materials, due to increase in market rates, re-fixation of rates by the government, freight, taxes, etc will be entertained.

09. Termination:

- (a) The Contract may be terminated by the Owner on reasonable grounds by giving 01 (one) month notice in writing to the Contractor and in the case of termination the Contractor shall submit their bills for work done up to the date of termination and such bills will be paid to the Contractor within reasonable period of time of submission of the bills in accordance with the payment terms.
- (b) In case the Contractor fails to maintain proportionate progress of works as per agreed programme the Owner in addition to any other right given to him may require the Contractor by notice to accelerate to achieve the target requirements set out in the programme within a reasonable time from the date of issuance of such notice. On failure of the Contractor to achieve the said target within the time allowed, the Owner may terminate the contract by issuing 01 (one) month notice in writing to the Contractor.

10. Damage by Operation of This Contract:

The Contractor shall conduct his operations, make necessary arrangement, take suitable precautions and perform all required work incidental to the protection of and avoidance of interference with power termination, telegraph, telephone, natural gas lines, network cables, drainage, services and other utilities within the areas of his operations in connection with the Works and the cost thereof shall be borne by the Contractor and the Contractor shall indemnify the owner in respect of all claims, demands, proceedings, damages, cost, charges and expenses whatsoever arising out of or in retention to such interference.

11. Contractor's Superintendence:

The Contractor shall give or provide necessary superintendence during the execution of the Works and as along thereafter as the Employer's Agent may consider necessary for the proper fulfilling of the Contractor's obligations under the contract. A competent and authorized representative of the Contractor is to be constantly on the site of the works and shall give his whole time to the superintendence of the same.

12. Care of Works

From the commencement of the Works the Contractor shall take full responsibility for the care thereof and all temporary works and in case any damage loss or injury shall happen to the Works or to any part thereof or to any temporary works from any cause whatsoever shall at his own cost, repair and make good the same so that at completion the works shall be in good order and conditions and in conformity with the Employer's Agent's instructions.

13. Contract to Indemnify the Owner Against Injury, Losses, etc:

The Contractor shall indemnify and keep indemnified the Owner against all losses and claims for injuries or damage to any person or any property whatsoever which may arise out of or in consequence of the refurbishment and maintenance of the Works and against all claims, damages, demands, proceeding, costs, charges and expenses, whatsoever in respect of or in relation thereto.

14. Accident or Injury to Workmen:

The Owner shall not be liable for or in respect of any damages or compensation payable at law in respect or in consequent of any accident or injury to any workmen or other persons in the employment of the Contractor or any sub-contractor save and except an accident or injury resulting from any act or default of the Owner, his agent or servants and the Contractor shall indemnify and keep indemnified the Owner against all such damages and compensations (same and except as aforesaid) and against all claims, demands, proceeding, cost, charges, and expenses whatsoever in respect thereof or in relation thereto.

15. Giving of Notice and Payment of Fees

The Contractor shall give all notices and pay all fees required to be given or paid to any statutory authority or required by any statute, ordinance or law or any Regulation or Bye-law of any local or other duly constituted authority in relation to the execution of the Works or and of temporary works, if any, by the rules and regulations of all public bodies and companies whose property or rights are affected or may be affected in any way by the Works or any temporary works.

16. Supply of Plant, Materials and Labors:

Except where otherwise specified the Contractor shall at his own expenses supply and provide all the constructional plant materials, both for temporary and for permanent works, labour (including the supervision thereof), transport to or from the site and in and about the Works and other things of every kind required for the construction, completion and maintenance of the Works.

17. Clearance of Site on Completion:

On completion of Works the Contractor shall clear away and remove from the site all construction plant, surplus material, rubbish works of every kind and leave the whole of the site and works clean and in a workman like conditions to the satisfaction of the Employer's Agent within 03(Three) days of completion of Works at his own cost otherwise the Owner will remove all these and cost involved thereof shall be recovered from the Contractor.

18. Labor Engagement & Supply of Drinking Water:

The Contractor shall make his own arrangement form the engagement of all labour, native or otherwise, and for their transport, welfare facilities including proper sanitation, water supply and lighting arrangement, feeding and payment thereof. The Contractor also so far as is reasonably practicable having regard to local conditions, provide on the site to the approval of the Employer's Agent an adequate supply of drinking water for the use of his staff and working people.

19. Removal of Improper Works & Materials:

The Employer's Agent shall during the progress of the Works have power to order in writing from time to time:

- a) The removal from the site within such time or times as may be specified in the order, of any materials which in the opinion of the Employer's Agent are not in accordance with the contract.
- b) The substitution of proper and suitable materials and
- c) The removal and proper re-execution (not withstanding any previous test thereof or interim payment thereof) of any work in respect of materials or workmanship is not in the opinion of the Employer's Agent in accordance with the contract.

20. Default of Contractor in Compliance

In case of default on the part of the Contractor in carrying out such proper instructions in accordance with the Contract, the Owner shall be entitled to employ and pay other persons to carry out the same any and all increased expenses or costs consequent thereon or incidental thereto shall be borne by the Contractor and shall be recoverable from him by the Owner or may be deducted by the Owner from any money due or which may become due to the Contractor.

21. Suspension of Work:

The Contractor shall on the written order of the Employer's Agent suspend the progress of the Works or any part thereof for such time or times and in such manner as the Employer's Agent may consider necessary and shall during such suspension properly protect and secure the Works so far as is necessary in the opinion of the Employer's Agent.

22. Liquidated Damages:

If the Contractor shall fail to complete the Works within the stipulated time or extended time (if any) then the Contractor shall pay to the rate of liquidated damages set out in the contract. The Owner may without prejudice to any other method of recovery deduct the amount of such from any money in his hands due or which may become due to the Contractor. The payment of deduction of such damages shall not relieve the Contractor from his obligation to complete the Works or from any other of his obligations and liabilities under the contract.

23. Commencement of Work

The work must be started on the date of commencement specified in the contract as may be deferred if permitted under the contract due to availability of the site and the Works must be completed within stipulated time from the date of commandment to the date for completion. The Employer's Agent may extend the date for completion of work at his own direction on receiving application from the Contractor for an extension of time for any permitted reason or due to additions and/or alternations to the Works.

24. Rectification Period

Shall be 12 (Twelve) months from the date of practical completion of the Works.

25. No Compensation in Restriction of Work to be Carried Out:

If at any time after the commencement of the Work the Owner, shall for any reason whatsoever in nature, not require part or parts of the Works as specified, to be carried out, the Employer's Agent shall give an instruction to vary the Works to the Contractor who shall promptly stop the applicable work immediately. The Contractor shall have no claim to any payment for any loss of profit or advantage which he might have derived from the omission of such works.

26. Extension of Time For Completion

The JCT DB 2016 “Relevant Event” for extensions of time apply as amended.

27. Approval to Materials & Drawings:

- a) All construction materials, finishing materials, equipment, fixing/fixtures ie. civil, sanitary, electrical, communication, network, etc and in case of sub-station catalogues of equipment shall be furnished to Biman Authority for approval before bringing to the site for use.
- b) The Contractor shall furnish drawings to Employer’s Agent whenever necessary and obtain approval

28. Failure of the Contractor

- (a) If the Contractor fails to commence the work within the specified time or does not comply with the proper instructions of the Employer’s Agent or in opinion of the Employer’s Agent has failed to attain/maintain satisfactory progress of the Works, the Owner with the recommendation of the Employer’s Agent may issue notice of default and if the Contractor has not remedied the default within the period required the termination provisions under the Contract shall apply.
- (b) The Contractor upon receiving the notice of termination shall not remove from the site any materials, plant or equipment without the written approval of the Owner, any violation thereof will be treated as a breach of Contract and legal action will follow.
- (c) The Owner with the recommendation of the Employer’s Agent may get the incomplete works completed by alternative contractors and the increased costs of same may be deducted from any sums owed to the Contractor, or claimed as a debt due from the Contractor.
- (d) If the Contractor suspends the progress of Works by reason of insolvency the Owner may immediately determine the employment of the Contractor and have the remaining works done by other means and the sums required under the Performance bond will become payable.

29. Settlement of Dispute:

In case of dispute between the Owner & Contractor the matter may be solved amicably or settled by Adjudication. Arbitration shall not apply.

30. Force Majeure:

Neither party shall be responsible nor have any liability one to the other in respect of failure of or delay in performance by one party hereunder if such failure is due to any causes which are not reasonably within the control of the affected party, including in particular but without limitation, acts of God, strikes/hartal(s) or lockouts organized at a national level, wars, earthquakes, fires, floods, explosions, hurricanes, restraints by governments, civil disturbance and orders, laws or proclamations by government.

Signature & seal of the contractor

Authorized Signature
Biman Bangladesh Airlines Ltd.

G. FORM OF CONTRACT

THE FORM OF CONTRACT WILL BE THE JCT DESIGN AND BUILD CONTRACT 2016 EDITION AS AMENDED BY "A SCHEDULE OF AMENDMENTS" A COPY OF WHICH IS APPENDED HERETO (The schedule of Amendments is attached separately)

H. FORM OF PERFORMANCE BOND

See Performance Bond annexed hereto (Attached separately)

I. FORMS OF CONTRACTOR AND SUB-CONTRACTOR COLLATERAL WARRANTIES

See forms of collateral warranty annexed hereto (Attached separately)

K. SURVEY REPORT

The Survey, Reports and Recommendations are available separately. (Attached separately)

L. REVALIDATED SURVEY REPORT

The revalidated Survey report are attached separately.