

NOTICE INVITING TENDER

Indian Visa Application Centre (IVAC), Bangladesh operations (managed by State Bank of India, Bangladesh Operations) invite sealed tenders from the reputed Digitization company.

Requisite Documents

1. Vendor's profile
2. Valid Trade license
3. ETIN
4. Rate Quotation (Per Form)
5. Testimonials

Sealed Tender may be submitted between 06.05.2024 (9:00 AM) and: 14.05.2024 (5:00 PM) at following Address:

**Indian Visa Application Centre, Level-1, South Block,
Jamuna Future Park, Pragati Sarani, Dhaka.**

Pre-Bid meeting Date: 08.05.2024 (5:00 PM) at above mentioned address.

For detailed information and formats visit [https:// ivacbd.com](https://ivacbd.com)

Annexure-I

Indian Visa Application Centre (Managed by State Bank of India, Bangladesh Operations) invites sealed tender from reputed vendors for Digitization of Travel card Application forms.

The Financial bid along with mandatory documents viz. Vendor's profile, Valid Trade license, ETIN, Price quotation, and Testimonials must be sent in a sealed cover, duly super scribed as "Tender for Digitization of SBI Travel Card Forms " to this office on the given date & time on the address given as below.

**TENDER/REQUEST FOR PROPOSAL (RFP) TO BE SUBMITTED
BETWEEN 06.05.2024 (9:00 AM) and: 14.05.2024 (5:00 PM)**

ADDRESSED TO:

DEPUTY CHIEF OPERATING OFFICER (IVAC)
Indian Visa Application Centre, Level-1, South Block,
Jamuna Future Park, Pragati Sarani, Dhaka.

IVAC or State Bank of India will not be liable for any delay arising out of any reason even in case of postal delay, while submitting the Tender application.

A pre-Bid meeting will be conducted at Indian Visa Application Centre, Level-1, South Block, Jamuna Future Park, Pragati Sarani, Dhaka on : 08.05.2024 (5:00 PM). Tentative date for opening of tender, evaluation and vendor selection is on 16.05.2024. IVAC reserves the right to reject any or all the offers without assigning any reasons whatsoever. IVAC will not entertain any further correspondence with the companies who are declared unsuccessful. For further clarification, if any, please contact the following:

Mr. Kingshuk Mitra, Deputy Chief Operating Officer

E-mail dcoo.bd@statebank.com

Tender Form can be downloaded from our official website, i.e. <https://ivacbd.com>

Terms & Conditions

- Bidders are advised to submit per forms rates.
- Maximum Competence of Digitization.
- Timings: 09 AM- 8: 00 PM daily on all IVAC working days.
- IVAC Weekly Offs: Friday & Saturday.

The Authority reserves the right to -

1. Explain or clarify the terms of this tender notice in its own way,
2. Bring necessary changes in the notice
3. Increase or decrease the tender quantity
4. Reject the lowest
5. Reject any or all bids
6. Select any bidder deems fit and proper by them

IVAC/State Bank of India can perform all the above things without assigning any reason. The bidder/supplier shall have no right to challenge the decision of the IVAC authority in any court of law or to any arbitrator.

L1 will be selected through least cost method among bidders who will be cleared by the screening committee. However, bidders must fulfill the qualifying criteria described in the RFP.

Financial Bid Format

Scanning Machine Details	Rate per Application

(Price excluding VAT & Tax)

Name of the Bidder :

Designation of the Bidder :

Company Name:

Business Address :

Mobile No. :

Technical Bid Format

Minimum Requirements:

1. Documents of pertinence for the IT Company (Testimonials, Completion Certificates, Credit Ratings to be enclosed)
2. Experience in Digitization
3. Infrastructure for Digitization.
4. Daily Digitalization Competence.

**TECHNICAL SCORING MATRIX FOR TENDER FOR IT COMPANY
BIDDING FOR DIGITIZATION OF TRAVEL CARD FORM FOR SBI**

Years of Relevant Experience	Testimonial From Reputed Customer	Infrastructure for Digitization.	Daily Digitalization Competence
10 years and above (10)	More than 3 (10)	Availability of state of the art scanners (10)	Highest (10)
5 Years and above but below 10 (8)	2-3 (8)	Next in order (5)	Next in order (5)
Less than (5)	1-2 (5)	Others (0)	Others (0)

1. Bidders with min. 20 in Technical Score Matrix will qualify for financial bid consideration.

2. Financial Bids to be scored as per Least Cost method (L1= 10, L2 =8 , L3 =6)

3. Total Score to be calculated as = 0.5* Technical Score+0.5* Financial Score.

4. Highest Scorer will be selected.