



## FINANCIAL PROPOSAL

ITB TITLE:	Procurement of Security Services for a Period of 24 Months
ITB NUMBER:	icddr,b/SCM/GoB/OTM/Pkg-003/2022-23, Dated: 30-03-2023
PRE BID MEETING:	April 05 at 10:30 am, Level 4, Chiller Building, Mohakhali, Dhaka
CLOSING:	2:00PM on April 30, 2023

(Late Tenders Will Not Be Accepted)

### LODGEMENT OF TENDERS TO:

***By Hand in Tender Box:***

Director, Supply Chain Management  
icddr,b  
Ground Floor Chiller Building  
68 Shaheed Tajuddin Ahmed Sarani,  
Mohakhali, Dhaka 1212



## Financial Proposal (SCHEDULE OF RATES)

The bidder shall complete Schedule of Rates applicable to the service(s) for which they are submitting a tender;

### General Notes:

- The tendered rates, total costs and grand total amount shall form part of the contract.
- All prices entered shall be in whole Taka only.
- Prices shall include all applicable VAT, taxes and all govt. charges
- Estimated quantities are for tender assessment purposes only but the bidder should visit the site to understand the requirements.
- Insert a **Grand Total** at the bottom of the schedule by calculating the sum of all amounts in the **Total Cost Amount** column.

### Guideline for Calculation:

- Inserting a "Rate" in the columns marked **Rates** for the category of staff described in the column marked **Description**.
- Multiply the **Sum of B & C** by the quantity shown in the **Estimated Quantity (A)** column and **add services charge (E) and VAT (F)** and then enter the result in the **Total Amount Per Month (G)** column.
- Insert a **Grand Total** at the bottom of the schedule by calculating the sum of all amounts shown in the **Total Amount Column (E)** and add **Tools and Equipment (as stated in Annexure-C: Appendix-II)**

### Note:

**N.B.- 1. Take Home Salary:** Includes basic pay, house rent, medical allowance, conveyance etc.

**2. Festival Bonus:** Two festival bonuses are paid annually, each bonus should not be less than half of take home salary per month

**3. Medical benefit** must be available for all staff. Please provide supporting document.

**4. Cost Breakdown of Service Charge (E)** should be provided in a separate sheet clearly mentioning individual item unit price & quantity.

**5. Leave pay:** This should be based on current labour law.



**Annex-C, Appendix -I**  
**For Security Services (Financial Breakdown for each item is required for tender evaluation)**

Sl. No	Description of Staff	Estimated Quantity (A)	Unit Rates (in BD Taka)				Total Amount per month G= (D+E+F)
			Monthly Take-home Salary for 8 hours (B)	Festival Bonus (C)	Cost per month D=(B+C)X A	Service Charge per month (E)	VAT (F)
1	Site In-Charge	1	(To be provided by the Service provider free of cost to smoothly manage their services)				
2	Supervisor	10					
3	Guard	245					
6	Security surveillance equipment/materials per month charge (lot)- (as per annexure-C, Appendix-II)						Lump Sum
<b>Grand Total</b>		<b>255</b>					

**Notes:**

1 Monthly minimum take home salary (in BDT) not less than the below:

Position	Amount in BDT
Supervisor	16,189.00
Guard	10,606.00

2 Cost of uniform and/or any replacement charges of staff due to leave or any kind, and operating cost etc. shall be included in the service charge

3 VAT shall be calculated on total price i.e. (D+E)

4 Bidder shall require to enclose the breakdown of service charges with the proposal separately

Signature of Bidder:

Name of Bidder:

Address:





# Annex-C, Appendix -II

## SCHEDULE OF RATES FOR SECURITY SURVEILLANCE EQUIPMENTS / APPARATUSES

**Note:** The Principal reserves the right to increase and decrease the quantities and deletion of any of the above listed items for any duration. The Principal also reserves the right to add new equipment or materials in order to ensure high standard of security services. In the case of addition of new items, the contractor must have a prior approval on rates from the Principal. In all the cases (increase/decrease of quantities or addition or deletion of any item), costs for the particular item(s) will be adjusted with the monthly bill of the contractor. The Contractor shall have to indicate further required quantity of security surveillance equipments other than the above-listed ones with proper justification in a separate sheet. The Contractor must survey the site and discuss with the concerned officials before determining the quantity of security surveillance equipments and logistics.

	Security Surveillance Equipment/apparatuses and Unit (be constant functional for the contract period by proper maintenance, renew and replacement as required by the contractor)		
	Two-way short range (1 km) Walkie-Talkie set (Separate ranges for Mohakhali & Matlab Campuses with necessary spares & batteries (No.))	Metal Detector with battery back-up (No.)	Handheld Mic with battery (No.)
icddr,b, Main Campus, Mohakhali, Dhaka	8	3	1
Mirpur Treatment Centre, Dhaka	-	1	1
ICVB, Field Site, Mirpur, Dhaka	-	1	-
MHRC, Matlab, Chandpur	3	1	1
icddr,b Field Office, Shahrasti, Chandpur	-	-	-
icddr,b Field Office, Chokoria, Cox's Bazar	4	6	1
<b>Total Quantity (A)</b>	<b>15</b>	<b>12</b>	<b>3</b>
<b>Unit Rent Rate for Services (B)</b>	Tk .....	Tk .....	Tk .....
<b>Total Amount (AxB)</b>	Tk .....	Tk .....	Tk .....
<b>Grand Total</b>			

Signature of Bidder:

Name of Bidder:

Address:

