



**Bank of Baroda (Tanzania) Limited**

PROPOSED INTERIOR FURNISHING, ELECTRIFICATION & AIR CONDITIONING WORK  
OF  
BANK OF BARODA (TANZANIA) LIMITED, UPANGA BRANCH AT GROUND FLOOR HEKIMA  
HOUSE, PLOT NO 579 MINDU STREET, CORNER OF MINDU STREET/MALIK ROAD,  
UPANGA, DAR ES SALAAM, TANZANIA

TENDER FORM

INTERIOR FURNISHING, ELECTRIFICATION & AIR CONDITIONING WORKS



ARCHITECT:  
M/s ASK ARCHITECTS  
Post Box Office Number 62205,  
Dar es Salaam  
Mobile: +255 655 075 003  
Email: askarchitecty@gmail.com



**TENDER DOCUMENT**

**NAME AND ADDRESS OF THE TENDERER**

.....  
.....  
.....

**LAST DATE AND TIME OF SUBMISSION OF THE TENDER 03.00 P.M. on or before 25.09.2024**

The Managing Director  
Bank of Baroda (Tanzania) Limited  
First Floor, Head Office, Ohio /Sokoine Drive  
Plot No 149/32, P.O. Box 5356  
Dar es Salaam



**NOTICE INVITING TENDERS**

M/s

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**TENDER FOR INTERIOR FURNISHING, ELECTRIFICATION & AIR CONDITIONING WORKS OF GROUND FLOOR FOR BANK OF BARODA (TANZANIA) LIMITED. BRANCH AT GROUND FLOOR HEKIMA HOUSE, PLOT NO 579 MINDU STREET, CORNER OF MINDU STREET/MALIK ROAD, UPANGA, DAR ES SALAAM, TANZANIA**

Bank of Baroda (Tanzania) Limited invites sealed offers in two bid system from firms having their own offices in Dar es Salaam, Tanzania for INTERIOR FURNISHING, ELECTRIFICATION & AIR CONDITIONINGWORKS for proposed Upanga branch of BANK OF BARODA (TANZANIA) LIMITED at Ground Floor HEKIMA HOUSE, Plot No 579 Mindu Street Corner of Mindu Street/Malik Road, Upanga, Dar es Salaam, Tanzania.

Tender document can be downloaded from Bank's website only. Tender document will not be supplied through office in hard copy. Tender to be submitted in the Bank's format only. For complete detail, formats and terms & conditions of tender please log on to Bank's Website [www.bankofbaroda.co.tz](http://www.bankofbaroda.co.tz)

**TENDER NOTICE**

|                               |  |                  |
|-------------------------------|--|------------------|
| Place of work                 | Ground Floor HEKIMA HOUSE, Plot No 579 Mindu Street Corner of Mindu Street/Malik Road, Upanga, Dar es Salaam, Tanzania (Proposed BANK OF BARODA (TANZANIA) LIMITED, Upanga Branch) |                  |
| Estimated cost of the Project |  | All costs in TZS |
|                               | Preliminaries  | 19.00 Mn         |
|                               | Office Construction  | 300.00 Mn        |
|                               | PC and Provisional sums (including Electrification, CCTV installation and Fire detection Alarm installation, Plumbing and Sanitation, Art and Sign Work & AIR Conditioning Works   | 300.00 Mn        |
|                               | Applicable Insurance   | 5.00 Mn          |



|   |   |           |
|---|---|-----------|
|   | Contingency   | 31.00 Mn  |
|   | Total   | 655.00 Mn |
|   | (All prices are exclusive of VAT and other applicable Taxes)<br>(PC and Provisional sums are subject to actual utilization of the items)  |           |
| Time of Completion of Work  | 60 Days from the 7 <sup>th</sup> day of the issue of work order or from the day of handing over the site whichever is later.  |           |
| Tender Documents  | The blank tender form is to be downloaded from Bank's website along with other annexures. ( <a href="http://www.bankofbaroda.co.tz">www.bankofbaroda.co.tz</a> )  |           |
| Experience required   | Minimum 05 years of experience in the line of interior furnishing and renovation electrification & air conditioning works of premises/building in Tanzania.   |           |
| Earnest Money Deposit (EMD)/ (Bid Security)                         | TZS 65,000,000/- (Sixty-Five Million only) payable to Account number: 96012913201004;<br>Account Name: Bank of Baroda Tanzania Ltd.<br>SWIFT code: BARBTZTZ<br>Bank and Branch: Bank of Baroda (Tanzania) Limited, Dar es Salaam Main branch.<br><br>The EMD amount can be deposited to above account through transfer or cash deposit at any of Bank of Baroda (Tanzania) Limited branch. Please note there will be no interest payment on EMD amount. |           |
| Date of issue of Tender   | From 10/09/2024   |           |
| Last Date of Submission of Tender                                   | 25/09/2024 up to 15.00 Hrs.   |           |
| Date of opening of Tender   | 26/09/2024 up to 16.00 Hrs.   |           |
| Authority & Place of Submission of the Tender and opening of Tender | The Managing Director, Bank of Baroda (Tanzania) Limited, First Floor, Head Office, Ohio /Sokoine Drive. Plot No 149/32, P.O. Box 5356, Dar es Salaam   |           |
| Interval/Amount of interim bills                                    | The minimum interval between two such bills shall be 15 days  |           |
| Time within which payment to be made after certificate.             | 7-(Seven) working days from the date of receipt of Architect Certificate.   |           |
| Defects liability period  | -12-Months from the date of issuance of completion certificate.   |           |



**Note:**

- Tenders received Late after the date and time of Submission either personally or by post or postal delay will not be considered and summarily will be treated as rejected.
- Bank of Baroda (Tanzania) Limited reserves the right to accept or reject any or all tenders either in whole or in part, without assigning any reasons.
- A set of layout plans, drawings and preliminary details will be issued as part of Tender documents, which are to be returned along with the tender submission. (The Admin Officer (Mr. Frank Lakule, Contact No: +255658685816 email: [admin.tanzania@bankofbaroda.co.tz](mailto:admin.tanzania@bankofbaroda.co.tz)) of the Bank may be contacted for this purpose).
- Liquidated damages for delay: @ TZS 1.00 Mn/- (TZS 1.00 Mn Only) per day shall be charged for any delay in the completion of the work beyond the stipulated time and this clause shall be strictly followed.
- The bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.
- The preliminary evaluation will be done on the following parameters and offers from firms not conforming to any of these parameters will be rejected. The Bank reserves the right to reject or accept any application without assigning any reason.



2. Financial & Technical Parameters:

| S. No. | Parameters   | Remarks  |
|--------|--|--|
| A.     | Estimated cost                                       | All costs in TZS   |
|        |  | Preliminaries 19.00 Mn   |
|        |  | Office Construction 300.00 Mn  |
|        |  | PC and Provisional sums (including Electrification, CCTV installation and Fire detection Alarm installation, Plumbing and Sanitation, Art and Sign Work & AIR Conditioning Works 300.00 Mn   |
|        |  | Applicable Insurance 5.00 Mn   |
|        |  | Contingency 31.00 Mn   |
|        |  | Total 655.00 Mn  |
|        |  | (All prices are exclusive of VAT and other applicable Taxes)<br>(PC and Provisional sums are subject to actual utilization of the items)   |
| B.     | Average Sales Volume of the firm in the last 3 years | Average financial turnover during the last - 3- years, ending 31.12.2023, should be at least 30% of the estimated cost. In addition of this firm must not reported loss in any of the last-3- years.   |
| C.     | Profit in the previous financial years               | The firm should have earned profit during the last 3 financial years ending 31.12.2023.  |
| D.     | Works executed in the last 5 years                   | Experience of having successfully completed similar works during last -5- years ending last day of month previous to the one in which applications are invited should be either of the following: -<br>a) One similar work of minimum 80% of estimated cost OR<br>b) Two similar works of minimum 50% of estimated cost OR<br>c) Three similar works of minimum 40% of estimated cost<br>The Contractor should submit work order & completion/Performance Certificate from the |



|    |               |  |
|----|---------------|--|
|    |               | previous employer in support of executing similar works failing which the tender shall not be considered.  |
| E. | Similar Works | Similar work means interior furnishing and allied works of same nature / magnitude involving interior furnishing, electrification, AC ducting, furniture work, carried out for Public Sectors Banks/Private Sector Banks/Public Sector Undertakings/Central Govt/ State Govt |
| F. | Main Activity | Main Activity of Tenderer /bidder should be of contractor ship otherwise tender shall be rejected.   |



### 3. Manner of Submission of Tender:

The tenders to be submitted in two separate Sealed Envelopes as below: -

#### 3.1. Envelope No.1

The first envelope clearly marked, as 'Envelope No.1' shall contain the following Documents.

- a)** Copy of Deposit receipt/Swift copy for the said amount as Earnest money deposit (EMD). No cheques shall be accepted.
- b)** Performance certificates & work orders of execution of similar type of Interior furnishing & Electrification works as follows:

Experience of having successfully completed similar works during last 5 years ending last day of month previous to the one in which applications are invited should be either of the following:

Three similar completed works costing not less than the amount equal to 40% of the estimated cost

Or

Two similar completed works costing not less than the amount equal to 50% of the estimated cost

Or

One similar completed work costing not less than the amount equal to 80% of the estimated cost.

- c)** Valid and certified copy of following documents shall be enclosed without which the Tender shall be out-rightly rejected:
  - i) Copy of Certificate of Registration/Incorporation of Business Name
  - ii) Copy of certificate of registration by Contractor's Registration Body (CRB) as a Building Works Contractor
  - iii) Copy of valid business license from Authority
  - iv) Copy of Valid Tax Clearance Certificate from the tender opening date
  - v) Dully signed Power of attorney
  - vi) Self-declaration on Company's letter heads that bidder is not blacklisted/debarred by any Government at the time of bidding
  - vii) Sworn Affidavit/undertaking indicating that at the time of bidding, the bidder has no any pending litigation or any legal dispute in the last two (2) years before any court of law.
  - viii) Qualification and Experience of Technical Staffs in the company relevant to the building construction industry.
  - ix) List of at least five (5) clients with references to which the company has undertaken building construction, Remodeling, Refurbishment, Renovation and Office Partitioning for Government or Institutions or Banks each valued at a minimum of TZS. 200,000,000 and above in the last 5 years.
  - x) Financial Statements for the last two (2) consecutive years (2022 and 2023) certified by an auditor.





- xi) List of key equipment
  - xii) Experience Certificate/ Performance certificates & work orders for similar type of works shall be enclosed by the contractor in the first envelope only without which the tender shall be outrightly rejected.
  - xiii) Copies of NIDA card as Applicable shall be enclosed.
- d) Technically Qualified Engineer/ Supervisor should be available @ site who has understanding of the drawings and execution of works. His name along with his qualification and Consent letter should be enclosed in envelope No. 1 who shall be available @ site during the progress of work.
- e) The Tenderer with whom, Memorandum of Understanding for electrical works is made must hold valid electrical license from the applicable Competent Government Authority who shall carry out the electrification works. Hence, applicable Electrical License/ Registration from competent authority is to be enclosed with notarized Memorandum of Understanding without which Tender will not be considered and shall be outrightly rejected.
- f) The tenderer shall submit notarized memorandum of understanding for Air conditioning works as per format.
- g) An undertaking on is to be enclosed stating that I/we/Firm has not been black-listed in any of the financial institutions/Banks & not found guilty of any misconduct.
- h) **IMPORTANT NOTE:** if at the time of verification of document, it is found that documents enclosed are not in order, the tender is liable to be outrightly rejected

### 3.2 Envelope No.2

The second envelope clearly marked, as 'Envelope No.2' shall contain only the completed Tender document/ price bid along with the drawings and details issued with the blank tender forms duly signed by the Contractor should be enclosed.

If the Bank is satisfied with papers enclosed in the first envelope, then only the Envelope No. 2 shall be Opened.

**NOTE:-** The Tenders are to be submitted in Two separate sealed envelopes i.e Technical Bid-Envelope No.1 & Price Bid Envelope No.2 as mentioned above, and the two separate sealed envelopes are to be put in one common sealed cover, the contractor shall mention over the common sealed cover that envelope no. 1 & envelope no.2 are inside the common sealed cover. While opening if it is found that the two separate sealed envelopes are not inside the common sealed cover the tender shall be outrightly rejected.



#### 4. GENERAL CONDITIONS OF CONTRACT

- a) The work defined in the schedule is for Interior furnishing, Electrification & Air-conditioning work for Bank's proposed Upanga Branch.
- b) Every page of Tender Document shall be Signed by the Contractor with full dated Signature and Seal.
- c) Contractor has to quote his rate both in figures and words.
- d) The entire work is to be finished within 60 days. It is expected that the contractor shall carry out the work at site.
- e) The Defect Liability Period of the work shall be Twelve months from the Date of virtual completion Certificate issued by the Architect of the Bank.
- f) Only two interim payments shall be paid to the contractor till the completion of contract. The maximum cumulative amount of the all-interim bills shall be 50 % of the Tendered Amount. From the interim bill an amount of 10% of tendered amount will be deducted towards retention amount inclusive of initial Security deposit & Earnest money deposit. The final bills shall be scrutinized within 15 days from the Date of completion, and the period of honoring the same shall be One month. Half of the retention amount i.e. 5% of the work shall be paid with the final Bill. The final 5% retention amount of the work will be kept as Security deposit and will be released only after Six months from the date of virtual completion of work as certified by the Bank's Architect along with EMD amount. The retention amount shall carry no interest whatsoever.
- g) The contractor/s shall not be paid any advance payments.
- h) While working at the site, contractor shall make his own arrangements for the storage of materials from the point of damage and security. Similarly, he shall be responsible for the preservation and maintenance of the premises.
- i) Before commencing the work, the contractor shall mark the layout to full size and get same approved from Architect.
- j) The tender shall remain valid for 90 days.
- k) The contractors shall quote the individual rates excluding taxes.
- l) MANDATORY TAXES  
VAT & any other applicable taxes to be deducted at source shall be deducted from the Bill of Contractor as per the Standard norms of Government.
- m) Payment of Electricity charges at the Site for execution of work shall be payable by Contractor only.



5. SPECIAL CONDITIONS OF THE CONTRACT: -

- a) A set of drawings is being issued along with the tender and the set contains preliminary layout plan of the interiors, and electrification works preliminary typical details of various items. The Admin Officer of the Bank may be contacted for this purpose. The entire set is to be returned along with the tender bid with full dated signature of the Tenderer in a separate envelope.
- b) The tender is to be properly filled and endorsed and to be quoted in full.
- c) The contractor should quote in figures as well as in words the rate and amount tendered by them. The amount for each item should be worked out and the requisite totals given.
- d) The contractors shall quote the exact working rates of items & no rebate / discount in percentages shall be considered as it is an item rate tender with the price bid, the rates quoted will only be taken into account. However, during the period of negotiation if any as the authorities may deem fit to shall be considered during the process of negotiations while acceptance of the tender.
- e) The rates to be quoted are on item rate basis and are to be inclusive of everything including all the taxes involved viz octroi if any, sales tax, works contract tax, excise duty, material cost, labour, etc. complete but Excluding Taxes, which shall be paid extra on overall actual Bill Amount
- f) Blank Tender forms shall be available at the Web Site of Bank of Baroda, ([www.bankofbaroda.co.tz](http://www.bankofbaroda.co.tz)) under section Tenders.
- g) Earnest Money and Security Deposit  
An amount of TZS 65.00 Mn/- (TZS Sixty Five million only) shall be paid by depositing the amount in bank's account as mentioned above as Earnest Money Deposit at the time of tendering. No interest is liable to be paid by the Bank on the above deposits.
- h) Tender's acceptance:
- i) The Bank reserves the right to accept / reject any or all tenders without assigning any reasons for rejection/acceptance whatsoever.
- j) The tenderer whose tender is accepted will have to enter in to an agreement immediately on being informed to do so. In case of failure on the part of tenderer to sign the agreement within the stipulated time, the earnest money paid by him shall stand forfeited to bank and the offer of the tenderer shall be considered as withdrawn by him.
- k) Premises:
  - k.1) The work is to be carried out in the proposed Branch Premises & the time period provided for completion of work is inclusive of load shedding hours & aforesaid constraints. The contractor should make his own alternative arrangements at his own cost to compensate with load shedding hours & no additional remuneration shall be paid for such arrangements nor any additional time will be granted on these accounts.
  - k.2) The tenderer shall be presumed to have carefully examined the drawings, conditions and specifications of the work and have fully acquainted themselves with all details of the site and with all the necessary information and data pertaining to the work prior to tendering for the work.



- i) The tenderer may in the forwarding letter mention any points he may wish to make clear but right is reserved to reject the same or the whole of the tenders if the same becomes conditional tender thereby.
- j) All pages of document, conditions, specifications, drawings and plans etc. shall be signed by the tenderer. The tender should bear full signature of the tenderer.
- k) The Managing Director of the Bank or his duly authorized Officer shall open the tenders. In the event of a tender being rejected the Bank shall refund the amount of earnest money deposited to the tenderer, on his giving a receipt for the return of money.
- l) The drawings, plans, details and the Specifications are only indicative and the schedule of quantities are only tentative. Any changes/additions/deletions/alterations in them shall be accommodated while executing the work without any prejudice. Any extra items or variations upon the schedule items shall be scrutinized by the Architect of the Bank and his decision shall be final and binding in all respects.
- m) Specifications of various materials and quality of work shall be the essence of the contract along with the time period and these shall be strictly adhered to.
- n) LIQUIDATED DAMAGES:  
LIQUIDATED DAMAGES @ TZS 1.00 Mn/- (TZS 1.00 Mn Only) per day shall be charged for any delay in the completion of the work beyond the stipulated time and this clause shall be strictly followed.
- o) Extra items, if any shall be paid on the basis of cost of materials (inclusive of all the Taxes as already mentioned) and labour plus 10% towards overheads and profits and items rates already accepted shall form the basis of this Contract.
- p) The Bank Authorities at their discretion may delete any part of item or item in full as they may feel necessary during the course of execution and no compensation will be paid /claimed in this regard. The contractor shall not claim any compensation towards such items.
- q) The Bank Authorities reserve the right to introduce or delete any part of item or items in full or at its discretion/change/modify the dates of submission/opening of tenders by issuing a corrigendum in respect of the particular tender.
- r) The work shall be executed by the Contractor at his own risk and responsibility and the Bank shall not be held liable for any accidents/unforeseen events directly/indirectly and the Contractor understands clearly that no claim for any accidents or loss of life whatsoever shall be entertained by the Bank.

IMPORTANT:

- (i) The contractors shall quote the exact working rates of items & no rebate /discount in percentages shall be considered as it is an item rate tender with the price bid, the rates quoted will only be taken into account. However, during the period of negotiation if any as the authorities may deem fit to shall be considered during the process of negotiations while acceptance of the tender.
- (ii) The officers/ manager/ executive tables and front row counter tables/ cash counter shall not have any joint in working top/ side verticals/ front apron; if any joint is found during inspection the same shall be rejected. The vendors/ contractors are advised not to fix any finishing laminates till the inspection of bank's architect.
- (iii) The contractors shall quote the individual rates excluding taxes.



6. CHECK LIST for Tender

| Sl. No | Details  | Please tick              |
|--------|--|--------------------------|
| 1      | Covering Letter in duplicate enclosed.   | <input type="checkbox"/> |
| 2      | EMD enclosed to an amount of TZS 65,000,000/-- (TZS Sixty-Five Million Only) vide copy of Deposit slip/Swift copy dated _____  | <input type="checkbox"/> |
| 3      | Duly Filled in Company details Annexure I  | <input type="checkbox"/> |
| 5      | Duly filled in Annexure II- Financial details  | <input type="checkbox"/> |
| 6      | Duly Signed in Annexure II – Letter of Submission from contractors.  | <input type="checkbox"/> |
| 7      | Duly filled in List of Materials considered in the tender.   | <input type="checkbox"/> |
| 8      | Have read fully the Instruction to Tenderer, General Conditions of Contract, Special Conditions of contract etc.   | <input type="checkbox"/> |
| 9      | Submit Self-declaration on Company's letter head that bidder is not blacklisted/debarred by the Government at the time of bidding  | <input type="checkbox"/> |
| 10     | Submit Sworn Affidavit/undertaking indicating that at the time of bidding, the bidder has no any pending litigation or any legal dispute in the last five (5) years before any court of law.                             | <input type="checkbox"/> |
| 11     | All Documents as mentioned above under point no 3.1.   |                          |
| 12     | The first envelope clearly marked, as 'Envelope No.1' shall contain the  | <input type="checkbox"/> |
| 13     | The second envelope clearly marked, as 'Envelope No.2' shall contain only the completed Tender document/ price bid along with the drawings and details issued with the blank tender forms duly signed by the Contractor. | <input type="checkbox"/> |
| 14     | All pages / documents are stamped and signed by the authorized signatory of the firm and a letter of authorization in favour of authorized signatory is enclosed   | <input type="checkbox"/> |



Annexure I (Bidder/Company details)

**7. MANDATORY INFORMATION**

|   |  |
|---|--|
| Name of Firm  |  |
| Address of Firm with contact Phone and Mobile No:                     |  |
| Alternative Address of Firm with contact Phone and Mobile no (If any) |  |
| Email Id:   |  |
| Brela Registration:   |  |
| TIN Number:   |  |
| VAT No:   |  |
| Any other Registration details relevant to the contract               |  |
| Details of Bank for Payments:   |  |
| Name of Bank with address:  |  |
| Branch Code:  |  |
| Type of Account:  |  |
| Account No:   |  |
| Swift Code  |  |

Note: In order to ensure immediate credit of payment made by the bank, it is preferable to have the Account with BANK OF BARODA (TANZANIA) LIMITED.



8. OTHER MANDATORY INFORMATION

1. Name of the Organization and Address:
2. Year of Establishment:
3. Status of the Firm  
(Whether Pvt.Ltd. Company/ Public Ltd. Company/ Partnership Firm/ Proprietorship. Firm)
4. Name of the Chairman/ Managing Director/ CEO/ Country Head (as the case may be):
5. Whether registered with the BRELA. If so, mention number and date and enclose Registration Certificate copy.
6. Name and address of Bankers:  
  
(i)  
  
(ii)
7. Turnover of the company/ firm during last three financial years.  
(Please attach a copy of audited Balance Sheet and Profit & Loss)  
Account for the year 2021  
Account for the year 2022  
Account for the year 2023
8. Whether registered for tax purpose. If so, mention TIN number and date.  
Also furnish copies of latest tax clearance certificate.
9. Whether an assessed of income Tax. If so, mention TIN No., Furnish copies of Tax returns.



10. Mention the address and phone number of the company Head Office and Local office in Dar Es Salaam below:
11. Give the date of opening of Dar Es Salaam Office.
12. Give details of the after-sales service facility in terms on technical manpower and spares provided by your company in Dar Es Salaam.
- 9 What are your main fields of activities? Mention the fields giving the annual turnover for each field.
  - 1.
  - 2.
  - 3.
  - 4.
- 10 If you have been prequalified by other organization/ statutory bodies, such as Banks, Government etc. for Interior Furnishing works. Furnish their names, category and date of registration.
- 11 Furnish the names of renowned organizations, where you have completed Interior furnishing works. In the last three years ending 31 Dec 2023.

| Name of Organization with Address | Year of Installation | Value of Orders. |
|-----------------------------------|----------------------|------------------|
|                                   |                      |                  |

(Please attached the copies of their orders)





12 Whether any Civil Suit / litigation arisen in contracts executed / being executed during the last 10 years. If yes, please furnish the name of the project, employer, Nature of work, Contract value, work order and brief details of litigation.

13 Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed off during the last ten years by an arbitrator. If so, the details of such litigation are required to be submitted. Give name of court, place, and status of pending litigation. Attach a separate sheet if required.

14 Details of Technical Staff in Dar Es Salaam & Adjoining areas:

| Sr. No. | Name | Qualification | Post Held | Experience |
|---------|------|---------------|-----------|------------|
|         |      |               |           |            |

15 List of Enclosures: -

- Certificate of Registration (BRELA & BRELA search).
- Tax Clearance certificate from TRA, VAT.
- Audited balance sheet (Statement of Last 3 Financial Years).
- Copies of work Orders as mentioned above along with photocopies of relevant tax returns and satisfactory Completion Certificates.
- Copies of Income Tax Return/ Assessment Orders for the 3 Financial Years
- Other documents mentioned above to provide in Envelope 1 and 2 in tender.
- Other statutory registrations

Note: - In absence of any of the above enclosures, your application is likely to be rejected.

#### DECLARATION

- I/We have read the instructions appended and all terms and conditions and I/We understand that if any false information is detected at a later date, any future contract made between us and BANK OF BARODA (TANZANIA) LIMITED. On the basis of the information given by me/ us can be treated as invalid by the bank and I/We will be solely responsible for the consequences.
- I/We agree that the decision of BANK OF BARODA (TANZANIA) LIMITED in selection of Contractors will be final and binding to me/us.
- All the information furnished by me hereunder is correct to the best of my knowledge and belief.

4. I/We agree that I/We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets.
5. I/We agree that I/We have not applied in the name of sister concern for the subject empanelment process.

Place:

Date:

SIGNATURE  
NAME & DESIGNATION  
SEAL OF ORGANIZATION

## 9. Qualification Criteria and Requirements

This section contains all the methods, criteria, and requirements that the Bank shall use to evaluate Applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Application Forms.

The received tenders will be evaluated in three stages as detailed below:

- Stage 1: Compliance with Mandatory Requirements;
- Stage 2: Technical Evaluation on Capacity to Deliver;
- Stage 3: Due Diligence

Stage 1: Compliance with the Mandatory Requirements (MR)

The following mandatory requirements must be met notwithstanding other requirements in the documents;

| No.  | Mandatory Requirements   | Compliant/non-compliant |
|------|--|-------------------------|
| MR.1 | Letter of Application  |                         |
| MR.2 | Copy of Certificate of Registration/Incorporation of Business Name   |                         |
| MR.3 | Copy of Certificate of Registration by Contractor's Registration Body (CRB) as a Building Works Contractor.  |                         |
| MR.4 | Copy of Valid business license from Authority  |                         |
| MR.5 | Copy of Valid Tax Clearance Certificate from the tender opening date   |                         |
| MR.6 | Dully signed Power of attorney   |                         |
| MR.7 | Self-declaration on Company's letter head that bidder is not blacklisted/debarred by the Government at the time of bidding   |                         |
| MR.8 | Sworn Affidavit/undertaking indicating that at the time of bidding, the bidder has no any pending litigation or any legal dispute in the last two (2) years before any court of law. |                         |

***Bidders shall be required to meet all the Mandatory Requirements to progress to stage 2 of the evaluation on Technical Evaluation (Capacity to Deliver the Service).***

## Stage 2: Technical Evaluation (capacity to deliver the service)

Tenderers fully complying with mandatory requirements will be subjected to technical evaluation on capacity to deliver the service based on the technical parameters given below:

### T1: Qualification and Experience of Technical Staffs in the company relevant to the building construction industry. (30 marks)

| Team                | Qualification  | Weight  | Score awarded |
|---------------------|--|---------|---------------|
| Quantity Surveyor   | Registered firm  | 3 marks |               |
|                     | At least 3 years' experience in quantity Surveying.                                  | 3 marks |               |
| Architect           | Registered firm  | 3marks  |               |
|                     | At least 3 years' experience in Architecture.  | 3 marks |               |
| Electrical Engineer | Registered firm  | 3 marks |               |
|                     | At least 3 years' experience in Electrical Engineering works                         | 3 marks |               |
| Mechanical Engineer | Registered firm  | 3 marks |               |
|                     | At least 3 years' experience in Mechanical Engineering works                         | 3 marks |               |
| ICT Engineer        | Registered firm  | 3 marks |               |
|                     | At least 3 years' experience in Telecommunication, electronics or similar profession | 3 marks |               |

**NB:** Bidders MUST provide evidence of registration and experience by attaching copies of registration certificates for the firms subcontracted/partnership/association/joint venture/consortium.

### T2: General Firms Experience (10 marks)

| General Firm Experience:                                  | Weight   | Score awarded |
|---|----------|---------------|
| Number of years in the business of building construction. |          |               |
| 5 years and above   | 10 marks |               |
| 4 years   | 8 marks  |               |
| 3 years   | 6 marks  |               |
| 2 years   | 4 marks  |               |
| 1 years   | 2 marks  |               |
| 0 year  | 0marks   |               |

### T3: Specific Firms Experience (40 marks)

| <b>Specific Firm Experience:</b>   | <b>Weight</b> | <b>Score awarded</b> |
|--|---------------|----------------------|
| <p>Provide a list of at least five (5) clients with references to which the company has undertaken/ is undertaking <b>building construction, Remodeling, Refurbishment, Renovation and Office Partitioning for Government or Institutions or Banks</b> projects each valued at a minimum of Tshs. 200,000,000 and above in the last 5 years.</p> <p>(Each reference client will earn 8marks to a maximum of 5 client)</p> <p><b>Note:</b> Bidder to provide any of the following;<br/>Copies of contracts/completion certificates/letter of award from the clients with amounts as proof of having undertaken the works.</p> |               |                      |
| 5 projects and above   | 40 marks      |                      |
| 4 projects   | 30 marks      |                      |
| 3 projects   | 20 marks      |                      |
| 2 project  | 10 marks      |                      |
| 1 project and below  | 0 marks       |                      |

#### **T4: Financial Capability (15 Marks)**

| <b>Financial Capability</b>   | <b>Weight</b>   | <b>Score awarded</b> |
|---|---|----------------------|
| <p>Audited Financial Statements for the last two (3) years consecutive years (2021,2022 and 2023) certified by a certified auditor. The evaluation committee will consider annual turnover.</p> | <p>i. <b>15 marks</b> for average annual turnover of <b>1Billion and above.</b></p> <p>ii. <b>10 marks</b> for average annual turnover of below <b>1 Billion and 500Million.</b></p> <p>iii. <b>5 marks</b> for average annual turnover of <b>300Million and below 500Million.</b></p> <p>iv. <b>0 mark</b> for average annual turnover of below 300Million</p> |                      |

**T5: Key Equipment (5 marks)**

| <b>Key Equipment:</b>  | <b>Weight</b> | <b>Score awarded</b> |
|--|---------------|----------------------|
| Major items of construction equipment proposed to carry out the contract and an undertaking that will be available for contract (Attach evidence) <ul style="list-style-type: none"> <li>• Means of transport (Vehicle)-----2</li> <li>• Concrete mixer ----- 1</li> <li>• Compactor-----1</li> <li>• Drilling Machine -----1</li> </ul> | 5 Marks       |                      |

**Note:** Tenderers will be required to score 60% and above on the above Technical Evaluation to be subjected to due diligence. **A maximum of four (04)** candidates ranked from the candidate with the highest technical score will be subjected to the due diligence.

**Stage 3: Due Diligence**

The candidates attaining the highest score ranked from the one with the highest score candidates will be subjected to due diligence. The exercise will involve visiting/or obtaining verifiable information on at least one or two previous projects among the projects listed in compliance with Technical Requirement No. T3 in stage two above to verify the bidder's qualification information submitted. This will be in addition to any other information submitted by the candidate(s) that the Tender Evaluation Committee/Procurement Committee will consider necessary to be verified in compliance with the mandatory requirements and or on technical requirements, in confirmation of the bidder's ability and capability to execute the contract.

The feed-back from the firms/clients visited on the quality of the works provided by the respective candidate will be used to assess the candidate's ability to be selected as the main contractor. In the event that the respective candidate is found to have provided false information in regard to the bidder's qualifications or adverse report is provided by the previous candidate's clients on the quality of the works provided to the client(s), then the candidate will be disqualified at this stage and will not be shortlisted.

**Shortlisting of Qualified Candidates to be invited to Tender**

Upon successful completion of due diligence, the Tender Evaluation Committee will shortlist the successful candidates ranked from the candidate attaining the highest score.

## FORM OF TENDER

To,  
Managing Director  
BANK OF BARODA  
(TANZANIA) LIMITED,  
 Head Office  
 DAR ES SALAAM

Sir,

RE: -TENDER FOR INTERIOR FURNISHING, ELECTRIFICATION & AIR CONDITIONINGWORKS for proposed Upanga branch of BANK OF BARODA (TANZANIA) LIMITED at Ground Floor HEKIMA HOUSE, Plot No 579 Mindu Street Corner of Mindu Street/Malik Road, Upanga, Dar es Salaam, Tanzania

1. We have carefully examined the specifications, designs and BILL OF QUANTITIES relating to the works specified in the enclosed Annexure/memorandum with tender hereinafter set out and having visited and examined the existing installations and the installation site of the works specified in the said memorandum given below and having acquired the requisite information relating thereto as affecting the tender. We hereby offer to execute the works specified in the said memorandum within the time specified in the said memorandum at the rates mentioned in the BILL OF QUANTITIES submitted in a separately sealed envelope as and in accordance in all respects with specifications, designs and instructions in writing referred to in articles of agreement, general instructions to the tenderer and special conditions, conditions hereinbefore referred to, specifications, data sheet and BILL OF QUANTITIES and with such materials as are provided for, by and in all other respects, in accordance with such conditions as far as they may be applicable.

## MEMORANDUM

|     |                      |   |
|-----|----------------------|---|
| (a) | Description of works | TENDER FOR <u>INTERIOR FURNISHING, ELECTRIFICATION &amp; AIR CONDITIONINGWORKS</u> for proposed Upanga branch of <u>BANK OF BARODA (TANZANIA) LIMITED</u> at Ground Floor HEKIMA HOUSE, Plot No 579 Mindu Street Corner of Mindu Street/Malik Road, Upanga, Dar es Salaam, Tanzania |
| (b) | Mode of payment      | As per clause of General instructions to Contractors and Special Conditions.  |
| (c) | Earnest Money        | TZS 65,000,000/- (Sixty-Five Million only)  |

|     |                                     |           |
|-----|-------------------------------------|-----------|
| (d) | Time allowed for completion of work | -60- days |
|-----|-------------------------------------|-----------|

2. I/We herewith deposit TZS 65,000,000/- (Sixty-Five Million only) in the bank's account as mentioned in tender document, as Earnest Money Deposit for the execution of the works at my/our tendered rates together with any variations should the work be awarded to me / us.
3. In the event of this tender being accepted, I/we agree to enter into and execute the necessary contract required by you. I/We do hereby bind myself/ourselves to forfeit the aforesaid deposit of TZS 65,000,000/- (Sixty-Five Million Only) In the event of our refusal or delay in signing the Contract Agreement. I/we further agree to execute and complete the work within the time frame stipulated in the tender documents. I/we agree not to employ Sub-Contractors without the prior approval of the Bank.
4. I/we agree to pay Service Tax, Works Contract Tax, Excise Tax, VAT, Duties, all Royalties and all other applicable taxes prevailing and be levied from time to time on such items for which the same are leviable and the rates quoted by me/us are inclusive of the same.
5. I/we understand that you are not bound to accept the lowest tender or bound to assign any reasons for rejecting our tender. I/we further understand that BANK OF BARODA (TANZANIA) LIMITED may award Contracts for Electrical to more than one Contractors and that I/we shall make no claims whatsoever if BANK OF BARODA (TANZANIA) LIMITED accept only a part of my/our tender. We unconditionally agree to BANK OF BARODA (TANZANIA) LIMITED's preconditions a stipulated in the tender documents.
6. I/We agree that in case of my/our failure to execute work in accordance with the specifications and instructions received from the Owner or the Consultants appointed by the Bank, during the course of the work, Bank reserves the right to terminate my contract and forfeit the Earnest money deposit paid by me in additions to recovery of all the dues to the Bank from the payment receivable by me. Further I may also be barred from tendering in future for the Bank and its subsidiaries.
7. I/we agree to keep our tender open for 90 days from the date of opening of envelope No. 1 i.e. (Technical Bid) and this period of validity can be extended for such period as may be mutually agreed between the Bank and us in writing.
8. The Tender is submitted in two parts in separate sealed envelopes. Part –I contains all commercial terms and conditions and technical particulars and Part-ii contains only the price bid in Bank's Proforma.



9. I/we enclose herewith the completed tender documents duly signed.

The acceptance of this tender shall constitute a contract binding on us and any failure shall constitute a breach of contract by us, and the tender accepting authority shall be entitled to have the work executed at our risk and cost and to claim extra cost/expenditure incurred by them, from us.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2024

For and on behalf of M/s \_\_\_\_\_

\_\_\_\_\_  
(Signature with seal)

Name \_\_\_\_\_

Designation \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

(Certified true copy of the Power of Attorney of the above signatory should be enclosed).

Witness

(1) Signature with \_\_\_\_\_  
Name, address and date \_\_\_\_\_  
\_\_\_\_\_

(2) Signature with \_\_\_\_\_  
Name, address and date \_\_\_\_\_  
\_\_\_\_\_