

Islami Bank Bangladesh Limited

Operations Wing

Safety & Security DepartmentHead Office: Islami Bank Tower, 40 Dilkusha C/A (8th Floor, Dhaka.Phone: 9563040 Ext-182, Mobile: 01730 785 996, Email: ssd@islamibankbd.com**NOTICE INVITING TENDER FOR PROVIDING SECURITY GUARDS FOR ATM BOOTHS/SHEBA GHAR/ OTHER PLACES.**

Sealed Tenders from bonafide Bangladeshi Security Service Companies are invited to provide 2,175 (two thousand one hundred seventy five) security guards for 725 (seven hundred twenty five) ATM Booths/ IDM/ Service Centers and other Electronic Booths of Islami Bank Bangladesh Limited throughout the country as and when required basis under the following terms & conditions:

1.	<u>Name of Work:</u> Sealed Tenders are hereby invited by Islami Bank Bangladesh Limited from bonafide Security Services Providing Companies to provide 2,175 (two thousand one hundred seventy five) security guards for 725 (seven hundred twenty five) ATM Booths/ IDM/ Service Centers/ other Electronic Booths of Islami Bank Bangladesh Limited throughout the country as and when required basis for a period of 2 (two) years i.e. from 01.01.2018 to 31.12.2019.
2.	<u>Eligibility:</u> (a) The Company must have minimum 6 (six) years experience of providing security guards to ATM Booths/ IDM/ Service Centers and other Electronic Booths. (b) Existing deployment of minimum 300 (three hundred) security guards for ATM Booths/ other Electronic Booths/ Schedule Banks/ Financial Institution in Bangladesh (Deployment Certificate must be attached). (c) The company must have registered office and own training center to train the security guards. (d) Organizational capability of the company with supervision plan throughout the country. (e) The Company must have obtained licenses/certificates from all concern authorities. (f) The company capable of paying 1 (one) month's salary from own resource. (for this purpose last 6 (six) months' Bank statements are to be enclosed & a "Promissory Note" is to be submitted).
3.	<u>Conditions to Apply:</u> The intending bidders have to apply in their letter head pad and must submit documentary evidences as per our requirements in the Tender Document. All conditions which are mentioned in the Tender document must be complied with.
4.	<u>Place, Time and Availability of Tender Document:</u> Tender documents will be issued to the intending tenderer on cash payment of Tk.5,000/- (five thousand) only (non refundable) on working days from the Office of the undersigned during Banking hours from 25.09.2017 to 02.10.2017.
5.	<u>Earnest Money:</u> 2% (two percent) of the quoted amount of one month total charge against the proposed 2,175 (two thousand one hundred seventy five) security guards in favor of Islami Bank Bangladesh Limited in the form of Bank Draft/ Pay order from any Scheduled Bank preferably from any Branch of Islami Bank Bangladesh Limited must be submitted along with the Tender without which the Tender will be rejected outright. The said earnest money will be refunded after completion the Tender work (within December, 2017).
6.	<u>Receiving & Opening Date and Time:</u> Tender along with other supporting papers & documents will be received in the Office of the undersigned up to 03:00 PM on 04.10.2017 and will be opened on the same day at 03:10 PM in presence of Tenderer/ representatives (if any).
7.	<u>Reservation:</u> Islami Bank Management is not bound to issue work order in favor of the lowest bidder and reserves the right to accept any Tender and reject any or all Tenders or may divide the works among the Tenderer without assigning any reason whatsoever.