

ISLAMI BANK BANGLADESH LIMITED

OPERATIONS WING


SAFETY & SECURITY DEPARTMENT

HEAD OFFICE : ISLAMI BANK TOWER, 40, DILKUSHA C/A(8th FLOOR), DHAKA
Phone: 9563040/ 9567161/ 9560099 Ext-182, E-mail: ssd@islamibankbd.com

NOTICE INVITING TENDER FOR PROVIDING SECURITY GUARDS FOR ATM/CRM BOOTHS/CAB/IDM/SHEBA GHAR/OTHER PLACES OF IBBL

ISLAMI BANK BANGLADESH LIMITED invites sealed Tenders from reputed Bangladeshi Security Service Companies to provide 6297(Six thousand two hundred ninety seven) Security Guards for guarding 2617(Two thousand six hundred seventeen) ATM/CRM Booths/CAB/IDM/Sheba Ghar/other Places of Islami Bank Bangladesh Limited all over 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 reputed Security Services Provider Companies to provide 6297(Six thousand two hundred ninety seven) Security Guards for guarding 2617(Two thousand six hundred seventeen) ATM/CRM Booths/CAB/IDM/Sheba Ghar/other Places of Islami Bank Bangladesh Limited throughout the country as and when required basis for the period of 02 (Two) years i. e. from 01-01-2022 to 31-12-2023.
2.	<u>Eligibility:</u> a) The Company must have minimum 07 (Seven) years experience (as on 01.01.2022) of providing security guards to ATM/CRM Booths. b) Existing deployment of minimum 300(Three hundred) security guards for guarding ATM/CRM Booths in Bangladesh with Deployment certificate, work order and detail location of 100(One hundred) post must be attached (per post maximum 3-security guards counted). c) The company must have registered office and own Training Center for training of the security guards. d) Organizational capability of the company with supervision plan throughout the country. e) The company must have obtained license/certificate from all concern authorities. f) The company capable of paying 01(One) month Salary/wages from own resource. For this purpose last 06 (six) months' "Bank Statement" and a "Promissory Note" are to be submitted.
3.	<u>Condition for Apply:</u> The intending bidders have to apply in their letter head pad and must submit documentary evidences as per our all requirements in the Tender Document. All conditions which 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.20,000/-(Twenty thousand) only(non refundable) on working days from the office of the undersigned during Banking hours from 19-05-2022 to 02-06-2022. No tender document will be issued/received by mail.
5.	<u>Earnest Money:</u> 2.5% (two point five percent) of the quoted amount of one month total service charge against the proposed 6297 (Six thousand two hundred ninety seven) 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 shall be rejected outright. The said earnest money will be refunded after completion the tender process.
6.	<u>Receiving & Opening Date and Time (Tentative):</u> Tender along with other supporting papers & documents will be received in the office of the undersigned upto 12.10 PM on 5 th June 2022 and will be opened on the same day at 12:15 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.


First Assistant Vice President & In-charge
Safety & Security Department