

ISLAMI BANK BANGLADESH LIMITED
OPERATIONS WING, ENGINEERING DIVISION
REAL ESTATE, PREMISES & ENGINEERING DEPARTMENT
HEAD OFFICE: YUSUF CHAMBER, 20, DILKUSHA C/A, DHAKA

NOTICE INVITING TENDER

ISLAMI BANK BANGLADESH LIMITED invites sealed Tenders from bonafide Bangladeshi Cleaning Contractor(s) having wide experience in cleaning services and related works under the following conditions:

1. **Name of work:** Cleaning services in Departments / Divisions of Head Office of Islami Bank Bangladesh Limited situated at 6th , 7th , 8th & 9th floor of 20, Dilkusha, 7th , 8th & 9th floor of 14, Dilkusha and Ground & 1st floor of 196, Motijheel, Dhaka for the period 2 (two) years i.e. from November 01, 2017 to October 31, 2019.
2. **Eligibility:** Specialization in the related field and having minimum 5 (five) years experience and having work experience of 25 lacs in a single tender in the last 5 (five) years in Cleaning services of financial institutions in high-rise commercial buildings. The intending Tenderers will have to purchase the **Tender Document** from the office of the undersigned by applying in their letterhead pad well ahead before the last date of tender selling along with the following documentary evidence:
 - a. For evidence of 05-years past experience, previous Trade license shall have to be submitted as proof.
 - b. List of works completed in the last 5-years and works in hand at present, Work experience & clients list with detail address, contact person & Telephone number.
 - c. Updated Trade License, VAT registration Certificate, up to date Income Tax clearance Certificate.
3. **Place, time and availability of Tender Document:** Tender documents will be issued to the intending Tenderers on cash payment of **Tk.2,000.00 (Taka Two thousand)** only (Non-refundable) for each documents on all working days from the office of the undersigned during office hours from **September 25, 2017 to October 04, 2017**.
4. **Earnest Money: 2.5% (two point five percent)** of the total tender amount in favour 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.
5. **Receiving & Opening Date & Time:** Tender alongwith other supporting documents will be received in the office of the undersigned **upto 03:00 PM on October 05, 2017** and will be opened **on the same day at 03:10 PM** in presence of Tenderer/ representative(s) who may like to be present.
6. **Condition applicable:** All conditions written in the Tender Documents shall be applicable.
7. **Reservation:** Islami Bank Management is not bound to issue work order in favour of the lowest bidder and reserves the right to accept any tender and reject any or all tenders or may divide the works amongst the Tenderers without assigning any reason whatsoever.

Vice President