

**ISLAMI BANK BANGLADESH LIMITED**

**OPERATIONS WING**


**SAFETY & SECURITY DEPARTMENT**

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

**NOTICE INVITING TENDER FOR PROVIDING SECURITY GUARDS FOR ATM/CRM  
BOOTHES OF IBBL**

ISLAMI BANK BANGLADESH LIMITED invites sealed Tenders from reputed Bangladeshi Security Service Companies to provide 1509 (One thousand Five hundred nine) Security Guards for guarding 503 (Five hundred three) ATM/CRM Booths of Islami Bank Bangladesh Limited all over the country as and when required basis under the following terms & conditions:

1.	<b><u>Name of Work:</u></b> Sealed Tenders are hereby invited by Islami Bank Bangladesh Limited from reputed Security Services Provider Companies to provide 1509 (One thousand Five hundred nine) Security Guards for guarding 503 (Five hundred three) ATM/CRM Booths of Islami Bank Bangladesh Limited throughout the country as and when required basis for a period of 1.3 (One year & three months) years i.e. from 01-10-2020 to 31-12-2021.
2.	<b><u>Eligibility:</u></b> a) The Company must have minimum 5(five) years experience of providing security guards to ATM/CRM Booths. b) Existing deployment of minimum 200(Two hundred) security guards for guarding ATM/CRM Booths in Bangladesh with Deployment certificate, work order and detail location of 70(seventy) 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.	<b><u>Condition for Apply:</u></b> 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.	<b><u>Place, Time and Availability of Tender Document:</u></b> 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 21-09-2020 to 29-09-2020. No tender document will be issued/received by mail.
5.	<b><u>Earnest Money:</u></b> 2.5% (two point five percent) of the quoted amount of one month total service charge against the proposed 1509 (One thousand Five hundred nine) Security Guards 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. The said earnest money will be refunded after completion the tender work to the Unsuccessful Bidders (within June, 2021).
6.	<b><u>Receiving &amp; Opening Date and Time:</u></b> Tender along with other supporting papers & documents will be received in the office of the undersigned upto 12.10 PM on 30 <sup>th</sup> September 2020 and will be opened on the same day at 12:15 PM in presence of Tenderer/representatives (if any).
7.	<b><u>Reservation:</u></b> 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 among the Tenderer without assigning any reason whatsoever.

  
20.09.2020  
**First Assistant Vice President & In-charge  
Safety & Security Department**

