

ISLAMI BANK BANGLADESH LIMITED
Operations Wing
SAFETY & SECURITY DEPARTMENT(SSD)
40, Dilkusha C/A (8th floor),
Head Office, Dhaka – 1000.

**NOTICE INVITING TENDER FOR EMPLOYING SECURITY GUARDS FOR
GUARDING ATM BOOTHS OF ISLAMI BANK BANGLADESH LIMITED**

Sealed Tenders are hereby invited by Islami Bank Bangladesh Limited from Reputed Security Service Companies to provide around 1500 (One thousand five hundred) Security Guards for 500 (Five hundred) ATM Booths of Islami Bank Bangladesh Limited throughout the country as and when required basis.

The intending Bidders have to apply in their letter head pad and must submit documentary evidence like TIN & VAT registration certificate, updated trade license, certificate of incorporation, year of establishment, minimum 3(three) years experience on providing Security Guards to ATM Booths.

The following format must be filled up as a part of price quotation:

a	b	c	d	e	f	g	h
Sl. No.	Category	Salary to be paid per security guard per month (Taka)	Overhead + cost of the company excluding Tax & VAT (Taka)	Cost per security guard per Month (c + d) (Taka)	VAT @ 15% & AIT (Taka)	Total Cost per head per Month (e + f) (Taka)	Total cost per month for providing 1500 Security Guard (1500 X g) (Taka)
1	Security Guard for 24 hrs duty (3 x 8 hrs.)						

The quotation along with Earnest Money @ 2% of the quoted total amount of one month service charge against proposed 1500 (One thousand five hundred) security guards through Pay Order from any scheduled Bank of Bangladesh preferably from Islami Bank Bangladesh Ltd. in favour of **Islami Bank Bangladesh Limited**.

Tender Schedule will be available at 40, Dilkusha C/A, Islami Bank Tower, Head Office(Safety & Security Department, 8th floor) at the rate of Tk.3,000/- (Three thousand) only in cash (non refundable) on working days during office hour from **September 18, 2013 to September 24, 2013** and will be received by this office upto 11:30 AM on **September 30, 2013** and will be opened on the same day at 11:35 AM in presence of the bidders who may like to attend.

Vice President(SSD)