

ISLAMI BANK BANGLADESH LIMITED

OPERATION 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
BOOTH/SHEBA GHAR/ OTHER PLACES OF IBBL**

ISLAMI BANK BANGLADESH LIMITED invites sealed Tenders from reputed Bangladeshi Security Service Companies to provide 2210(Two thousand two hundred ten) Security Guards for guarding 733(Seven hundred thirty three) ATM Booths/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 2210(Two thousand two hundred ten) Security Guards for guarding 733(Seven hundred thirty three) ATM Booths/Sheba Ghar/Other Places of Islami Bank Bangladesh Limited throughout the country as and when required basis for a period of 02(Two) years i.e. from 01-01-2020 to 31-12-2021.
2.	<u>Eligibility:</u> a) The Company must have minimum 5(five) years experience of providing security guards to ATM Booths/Sheba Ghar/Any Schedule Bank/Financial Institutions. b) Existing deployment of minimum 150(One hundred fifty) security guards for guarding ATM Booths/Sheba Ghar/Any Schedule Bank/Financial Institutions in Bangladesh Deployment certificate, work order and details location of 50(fifty) 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 20-05-2019 to 26-05-2019. 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 2210(Two thousand two hundred ten) 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(within December, 2019).
6.	<u>Receiving & Opening Date and Time:</u> Tender along with other supporting papers & documents will be received in the office of the undersigned upto 12.10 PM on 28 th May, 2019 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 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.

**Senior Vice President & In-charge
Safety & Security Department**