


Islami Bank Bangladesh PLC  
Operations Wing  
Engineering Division  
63, Dilkusha, C/A (4th floor), Dhaka  
Mobile:01714013396, 01324412933

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### **NOTICE INVITING TENDER**

ISLAMI BANK BANGLADESH PLC invites sealed Tenders from bonafide Bangladeshi Contractor(s) having wide experience in re-branding works of the Bank under the following conditions:

1. **Name of work:** Re-branding works of Head Office (own and rented premises), all Zonal Offices, Branches, Sub -Branches, ATM / CRM Booths of Islami Bank Bangladesh PLC. (A. All Signboard and ATM/CRM Booths, B. Internal re-branding item of Head Office ( own and rented premises), all Zonal Offices, Branches, Sub -Branches).
2. **Eligibility:** Specialization in the related field and having past experience in completion of Re-Branding works at Bank and Financial Institutions of minimum Tk.50.00 lac in a single tender. 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. Work experience of Re-branding execution activities in Bank & Financial Institutions (at least two organizations).
  - b. For evidencing 05 years past experience, previous Trade License & completion of the related works shall have to be submitted as proof.
  - c. Clients list with detail address, contact person & Telephone number.
  - d. Updated Trade License, VAT Registration Certificate, up to date Income Tax Clearance Certificate and Bank Solvency Certificate.
3. **Place, time and availability of Tender Document:** Tender documents will be issued to the intending Tenders on cash payment of Tk.20,000.00 (Taka Twenty thousand) only (Non-refundable) on working days from the office of the undersigned during office hours from 18 July, 2024 to 04 August, 2024.
4. **Earnest Money:** 2.5% (two point five percent) of the total Tender amount in favour of Islami Bank Bangladesh PLC in the form of Bank Draft/Payment Order/Bank Guarantee from any Scheduled Bank preferably from any branch of Islami Bank Bangladesh PLC 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 Engineering Division (ED), 63 Dilkusha, 4<sup>th</sup> floor Dhaka upto 3:00 PM on August 07, 2024 and will be opened at ED, 63, Dilkusha, 4<sup>th</sup> floor on the same day at 3:10 PM in presence of the bidder(s) or their representatives.
6. **Condition applicable:** All conditions written in the Tender Documents shall apply.
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 Tenderer without assigning any reason whatsoever.

  
(A.K.M Kawsar Alam)  
EVP & Head of Division

