

Islami Bank Bangladesh PLC
Safety & Security Department
Operations Wing
Head Office, Dhaka-1000.

**NOTICE INVITING TENDER FOR PROVIDING SECURITY GUARDS FOR ATM/CRM
BOOTH/CAB/IDM SHEBA GHAR & OTHER PLACES.**

Islami Bank Bangladesh PLC invites sealed Tenders from reputed Bangladeshi Security Guard provider Companies to provide 6750 (Six thousand seven hundred fifty) Security Guards at 2250 (two thousand two hundred fifty) ATM/CRM Booth/CAB/IDM Sheba Ghar & Other places as and when required basis under the following terms & conditions:

1	<u>Name of the work:</u> Sealed Tenders are hereby invited by Islami Bank Bangladesh PLC from reputed Security Guard provider Companies to provide 6750 (Six thousand seven hundred fifty) Security Guards at 2250 (two thousand two hundred fifty) ATM/CRM Booth/CAB/IDM Sheba Ghar & Other places as and when required basis for the period of 03 (three) years (From 01/01/2026 to 31/12/2028).
2	<u>Eligibility :</u>
i	The Company must have minimum 08 (eight) years experience (as on 01/01/2026) of providing security guards at ATM/CRM Booths/CAB/IDM.
ii	The Company must have existing deployment of security guard in any (2) two Shedule Banks in the country.
iii	Existing deployment/performance certificate & work order of minimum 300 (Three hundred) Security Guards for ATM/CRM Booths/CAB/IDM deployment certificate/work order must be attached and details location of 100 (one hundred) post must be shown in "Annexure"-A (per Booth maximum 3 Security Guards will be counted).
iv	The company must have registered office and own training center to train up the security guards.
v	Organizational capability to supervise the guards to be rational.
vi	The company must have obtained licenses/certificates from all concerned authorities.
vii	The salary from the Bank will be paid directly to the Security Guard's cellfin/mCash or IBBPLC Bank account.
viii	The company capable of paying of paing 01 (one) month salary from own resource. For this purpose last 06 (six) months"Bank Statement" & a "Promissory Note" to be submitted.
3	<u>Condition for apply:</u> The intending bidders have to apply in their letter head pad & must submit documentary evidence as per our all requirments in the Tender document. All conditions which mentioned in the Tender document must be complied with.
4	<u>Place, Time & availability of Tender document:</u> Tender documents will be issued to the intending tenderer on cash payment of Tk.25,000/- (Twenty five thousand) only (Non-Refundable) on working days from the office of the undersigned during Banking hour from 09/09/2025 to 18/09/2025 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 1 (one) month total service charge against the proposed 6750 (Six thousand seven hundred fifty) Security Guards in favor of Islami Bank Bangladesh PLC in the form of Bank Draft/Payment Order from any Branch of Islami Bank Bangladesh PLC must be submitted alongwith 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.
6	<u>Receiving, Opening Date & Time:</u> Tender along with other supporting paper & documents will be received in the Office of the undersigned upto 12.10 PM on 21/09/2025 & will be opened on the same day at 12.15 PM in presence of Tenderer/representatives (if any).
7	The Bank reserves the right to accept or reject any or all the tender or any part thereof without assigning any reason whatsoever and reserves the right to further negotiate with any of the bidders. The Bank Authority also reserves the right to modify the specification etc.

Vice President
Safety & Security Department