

## Tender Notice for Engagement of Security Guard Service Provider(s)

Ref: The Daily New Age and Daily Sangbad, Dated: September 18, 2022.

Prime Bank Limited one of the leading private Commercial Banks in the country intends to engage Security Guard Provider (s) for providing security guard at Head Office and all Branches, ATM Booths and other locations of the Bank (all over the country) as per following schedule:

SL	Name of Project as per Tender	Period of Sale		Last date of submission & opening
		From	To	
01.	Engagement of Security Guard at Head Office, all Branches, ATM Booths and other locations of the Bank (all over the country)	18.09.2022	18.10.2022	18.10.2022 (03:00 pm)
<b>Pre-bid meeting</b>		<b>Time &amp; Date: 11:00 am on 10.10.2022</b>		

### Eligibility of the Company:

1. Interested Bidder(s) may collect tender schedule for the said work on submission of a request letter addressing the undersigned as well as documentary evidence of the followings:
  - a. The Company must have experience in this field for a minimum period of 05 (five) years with Good Reputation.
  - b. Experience in working with Banks/Financial Institutions or Multinational organization for at least 3 (three) years. Company must have Quick Response Team (QRT) to deal with emergency situation.
  - c. Should have valid Registration, Ownership Document, VAT & BIN Certificate, up to date Trade License.
  - d. Companies those who will not fulfill above criteria or eligibility their tender documents will stand cancelled/rejected.
2. Tender schedule will be available from the office of the undersigned on payment of Tk2,000 (Taka Two Thousand) only in the form of Payment Order (non-refundable) favoring Prime Bank Limited issued by any Schedule Bank during office hours (10:00 am to 4:00 pm) on any working day.
3. The interested bidders shall have to attend a pre-bid meeting at the office of the undersigned at 11:00 am on 10.10.2022.
4. No Tender Schedule will be sold after last date of sale as mentioned above.
5. For BOQ, details in the tender schedule.
6. For terms & conditions, details in the tender schedule.
7. After going through the terms & conditions, if you are interested to participate in the bidding process, please submit your proposal duly complying the terms & conditions given at tender document and signature by your company's authorized representative, which must be submitted in **two envelope system i.e. One Technical Proposal and One Financial Proposal mentioning Technical/Financial Proposal** on the top of each envelop. These two proposals will be submitted together in a sealed envelope and dropped in tender box kept at our Office on **18.10.2022 from 10.30 am to 03:00 pm**. No tender shall be dropped before or after this time period mentioned above.
8. Tender must be submitted in sealed envelop mentioning the name of work on the top of envelop to the office of the undersigned as per aforesaid date which is mentioned. The tender will be opened at 03:30 pm on the same day in presence of the participants if any.
9. Earnest money (refundable to the unsuccessful bidder) equivalent to **2%** of the quoted amount in the form of Payment Order/ Bank Guarantee in favor of Prime Bank Limited issued by any Schedule Bank have to be submitted **along with the tender document (financial proposal), failing which shall cause rejection of the tender document.**
10. Prime Bank Limited reserves the right to accept or reject any or all the offers in full or in part with or without assigning any reason whatsoever. The Bank shall not be under any obligation to accept the lowest quotation.
11. Please drop your tender – **“Facility management Division, Facilities Tower, 6<sup>th</sup> floor, Kha-199/2, Middle Badda, Pragati Sarani, Dhaka-1212.”**
12. For any query please feel free to contact with Mr. Mohammad Rashedul Hasan, Cell: 01976 992615



**Syed Ibne Shariar**  
VP & Head of FMD