

**Tender and Enlistment for Armed/Un Armed Security Personnel**  
**General Services Division**  
Community Bank Bangladesh Limited

1	Tender Reference No:	<b>CBBL/GSD/RFQ/2022/0036</b>
2	Scope of Work	RFQ of Supply & Deploy Armed/Un Armed Security Personnel and Enlistment for Community Bank Bangladesh Limited
3	Site Address	Anywhere in Bangladesh.
4	Contact Point	Tohinul Islam (01713-068093), Senior Principal Officer, Logistic Department, General Services Division
5	Delivery Lead Time	Any Time
6	Price Submission Date	Time: 12:00 PM (November 23, 2022)

**A. Armed/Un Armed Security Personnel Basic Requirement:**

SI	Particulars	Description	Bidders Response (Complied/Not Complied)	Remarks
<b>1.0</b>	<b>Armed Security Guard</b>			
1.1	Job Experience	Retired (Army, Navy, Air Force, Police, Civilian) is preferable.		
1.2	Year of Gun License	Preferable more than 3 Years		
1.3	Height of Armed Security Guard	Average Hight (5'-4" to 5'-6") preferable		
1.4	Education	Minimum Class VIII or SSC preferable		
1.5	Age Limit	Below 55 Years.		
1.6	Police Clearance	From Home Town Police Station		
1.7	Gun Type	Short Gun /Long Berrle Gun		
1.8	Ammunition	Should have updated Test Certificate		
1.9	Address	Present & Permanent should be verified.		
<b>2.0</b>	<b>Un Armed Security Guard</b>			
2.1	Job Experience Types	Retired (Army, Navy, Air Force, Police) is preferable.		
2.2	Year of Experience	Minimum 01 Year		
2.3	Height of Security Guard	Average Hight (5'-6")		
2.4	Education	Maximum SSC certified		
2.5	Age Limit	18 to 55 Years (Child Labor Not acceptable)		
2.6	Police Case	Not Police Case against		
2.7	Address	Present & Permanent should be verified.		
2.8	Background verification	Should be done by Security company		

**B. Unit Price Proposal Format (Shot Gun)**

SN	Armed Security Guard (Including Shot Gun) for Banking Hours Basis (Unit Rate in BDT)	Armed Security Guard (Including Long Barrel) for Banking Hours Basis (Unit Rate in BDT)	Un Armed Male Security Guard for 8 Hours Basis (Unit rate in BDT)	Un Armed Female Security Guard for 8 Hours Basis (Unit rate in BDT)	Un Armed Head Security Guard for 8 Hours Basis (Unit rate in BDT)	Un Armed Supervisor Security Guard for 8 Hours Basis (Unit rate in BDT)
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**C. Detail Terms & Conditions:**

1. The bidder must submit the quotation as per prescribed format.
2. Date of delivery or completion of work will be counted from the date of Work Order received/ acknowledged either by signing the photocopy of Work Order or by e-mail confirmation whichever is earlier.
3. In the event of supply of the mentioned items, if the said items do not match with as per requirement/approved quotation then, the Bank reserves full right of outright rejection of the items, and the supplier will have to take back the supplied items at their own cost and will have to replace the said items with acceptable within the time frame as mutually agreed-upon by the Bank and the Supplier.
4. The Armed/Unarmed Security Guard must be supplied as per specification mentioned in quotation or work order. If any change, Supplier will have to consult with the General Services Division, Head Office of the Bank.
5. In case of any deficiency in the delivered Armed/Unarmed Security Guard, supplier will have to make necessary rectification the same immediately at Supplier own cost on receipt of complain.
6. No additional bill/work will be entertained without prior permission of the concerned Division.
7. The bidder must be regular TAX payer.
8. Price quotation includes carrying cost, labor charge and other charge thereof.
9. The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
10. Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
11. The bank reserves the right to accept or reject any or all quotation at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Bank's action.
12. For any type of sub-standard quality product from selected bidder end, the Bank reserve the right for outright rejection of the goods, which you will take back at bidder own cost and will replace with acceptable quality within (10) ten days of the rejection.
13. Vendor will provide Gunman reliever must be Gunman. Security Guard will never allowed reliever/replacement of Gunman
14. Without prior notice/mail communication Gunman will never change. Proxy Gunman (Other person License) will never entertain.
15. Maintain Pool Gunman to provide reliever.
16. Banking Experience and previous reputation would be given preference.

**Eligible Criteria:**

1. Supplier may have valid company Trading License and should have the proper relevant expertise to supply of BOQ Item.
2. Must submit 05 (Five) nos. work order in last Three financial year with recent different reputed Bank/Non Bank/MNC/Other reputed organization for the similar works.
3. Financial offer should be valid for minimum 12 (Twelve) months. Bank can arrange a UPC/SOR to deliver the Armed/Unarmed Security Guard on urgency basis. Bank may review the price in yearly.
4. Must Submit Company Profile, Bank Solvency, Trade License, TIN, VAT Registration Certificate which will treat for enlistment purpose.

**Payment:**

1. Bill should be submitted along with Work Order and Delivery Challan and performance certificate signed by the Authority.
2. Bank may pay for actual quantity of supplied Armed/Unarmed Security Guard.
3. All Price should be including all VAT and TAX. Necessary VAT & Tax will be deducted from your bill as per latest Govt. circular.
4. Payment will be made after submission the bill only through account with preferable to Community Bank Bangladesh Ltd. Thus, before final payment you have to open account with our Bank.

Thanks

S. M. Shahin Iqbal  
SAVP & Head of General Services Division  
Community Bank Bangladesh Limited  
Head Office, Gulshan-1, Dhaka