

Community Bank Bangladesh PLC.
General Services Division
RFQ for Armed/Un Armed Security Personnel Deployment

Scope of Work	RFQ for Supply & Deploy Armed/Un Armed Security Personnel for Community Bank Bangladesh PLC.
Site Address	Anywhere in Bangladesh.
Contact Point	Engr. Humayun Kabir Shaon , Principal Officer, Procurement Department, General Services Division
Supply Lead Time	1st October 2026
Offer Submission Date	Time: 02:00 PM (September 15, 2026)

A. Armed/Un Armed Security Personnel Basic Requirement:

Armed Security Guard	
Job Experience	Retired (Army, Navy, Air Force, Police) is preferable.
Year of Gun License	Preferable more than 3 Years old
Height of Armed Security Guard	Average Height (5'-4" to above) preferable
Education	Minimum Class VIII
Age Limit	Below 55 Years
Police Clearance	From Home Town Police Station
Gun Type	Shot Gun / Long Barrel Gun
Ammunition	Should have updated Test Certificate
Address	Present & Permanent should be verified.
Un Armed Security Guard	
Job Experience Types	Retired (Army, Navy, Air Force, Police) is preferable.
Year of Experience	Minimum 01 Year
Height of Security Guard	Average Height (5'-6" to above)
Education	Minimum Class VIII
Age Limit	18 to 55 Years (Child Labor Not acceptable)
Police Case	No Police Case acceptable
Address	Present & Permanent should be verified.
Background verification	Should be done by Security company

B. Unit Price Proposal Format

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 of 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.
3. In the event of supply of the mentioned items/services, 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.
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. The bank will carry out a detailed evaluation of the quotation according to the information supplied by the bidder through its proposal.
9. Considering the Experience, quality and other factors, CBBL is not liable to select the lowest bidder.
10. 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.
11. Vendor will provide Gunman reliever must be Gunman. Security Guard will not be allowed reliever/replacement of Gunman.
12. Without prior notice/mail communication Gunman will never change. Proxy Gunman (Another person License) will never entertain.
13. Supplier should maintain Pool Gunman to provide reliever.
14. Banking Experience and previous reputation would be given preference.

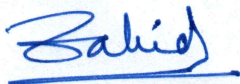
D. Eligible Criteria:

1. Supplier may have valid company Trading License and should have the proper relevant expertise to supply of BOQ Item.
2. Must submit 03 (three) 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.

E. 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.

Sincerely,



Md. Zahid Ibne Anwar

Head of General Services Division
Community Bank Bangladesh PLC.