

# TENDER NOTICE

**Indian Visa Application Centre (IVAC)**, Bangladesh operations (managed by State Bank of India, Bangladesh Operations) invites sealed tenders from the reputed Security Agencies for empanelment as authorized security agency. The service will be required on demand basis for our 15 centres viz. Dhaka, Jessore, Barishal, Satkhira, Khulna, Rajshahi, Bogura, Rongpur, Thakurgaon, Sylhet, Mymensingh, Chittagong, Comilla, Noakhali and Bramhanbaria. Number of security personnel will vary from Centre to Centre. Tendering Agency should be able to provide **Supervisor, Security Guards (both ladies/gents), other related equipments like metal detector etc (with valid calibration)**. Detail Terms and condition are enclosed in Annexure-1. Document required for Empanelment of Security Service Agency.

1. Company profile
2. Company By-Laws (MOA, AOA, Certificate of Incorporation)
3. Valid Trade license
4. ETIN
5. Client List
6. Govt Permission

**Tender papers submission starts from 01.03.2021 to Last date of the bids: 10.03.2021**

**Tender Submit to State Bank of India Dhaka Branch 57/57A  
Uday Tower First floor Gulshan-1 Dhaka**

## **Annexure-I**

Indian Visa Application Centre (Managed by State Bank of India, Bangladesh Operations) intends to **empanel** reputed security agencies, to provide security guards for its 15 Centres located at Dhaka, Jessore, Barishal, Satkhira, Khulna, Sylhet, Mymensingh, Rajshahi, Rongpur, Bogura, Thahurgaon, Chittagong, Comilla, Noakhali and Bramhanbaria. Accordingly, the Bank invites Tender from the Security Service providers, who fulfill the pre-qualification criteria as per the details given below.

The Tender in the prescribed format along with the details of the information sought must be duly supported by relevant documents and be sent in a sealed cover, duly super scribed as "Tender for IVAC Security Services", to this office on the given date & time on the address given as below.

Mere submission of Tender will not entail any agency to be short listed for supply of empanelment document. Empanelment document shall be issued, only to the shortlisted agencies based on the verification of Tender and field inspection of running contract.

**TO BE SUBMITTED**  
**UP TO 1800 HOURS ON OR BEFORE 10/03/2021**  
ADDRESSED TO:  
CHIEF OPERATING OFFICER (IVAC)  
STATE BANK OF INDIA, Dhaka Branch  
Uday Tower, Gushan-1, Dhaka-1212

## 1. Eligibility Criteria:

- a. The Applicant Company should be in the business of Security Service provider, especially dealing in Security Guards for the past minimum 3 years. (Please attach certificates & testimonials) It should be registered in Bangladesh under applicable laws.
- b. The company should have a minimum Annual Turnover (gross receipt towards payment of guards) of BDT 15 lakhs in the past three financial years i.e. 2017-18, 2018-19, 2019-20. (PI attach turnover certificate from the Chartered Accountant)
- c. The Company must have all statutory registration and Licenses for carrying out the job specified. Self-attested documentary proof of all the registrations & Licenses should also be provided. (Copies of relevant documents to be attached)
- d. The Company must have adequate infrastructure in terms of office and Training Centre with qualified training staff.
- e. The Company must have adequate manpower to provide Security guards at short notice and also in emergency at any time of the day. Number of employees, Province wise must be given which are presently engaged by the company in Bangladesh (Self certified documents to be attached)
- f. The Company should also furnish a profile of its Managerial Staff along with age, qualifications and experience etc.
- g. The Company should have past satisfactory experience in providing security services to reputed organization for which the company has to submit work order copies for 03 such orders carried out with reputed organizations in the last 3 years with a minimum deployment of 25 guards at one location. Referential certificates may be provided.
- h. The Company must have an office in Dhaka and if possible, one in Chittagong, Khulna, Rajshahi and Sylhet. (Office address to be provided)
- i. **Relevant documents duly signed by the company's authorized signatory should be attached for all of the above-mentioned criteria.**

### **Selection Process:**

- a. All the applicant companies will be allotted marks based on the scoring matrix separately.
- b. Besides fulfilling other Eligibility Criteria as laid down, all the companies who score within 20% of the highest scoring company will be considered for empanelment.
- c. The companies who are shortlisted for empanelment will be intimated individually by post/e-mail.
- d. Interested companies may forward their queries/clarifications by email by 09/03/2021.
- e. A pre-empanelment meeting will be held at SBI Dhaka Branch on 11/03/2021, during which all such queries/clarifications will be addressed. **Please note that the queries/clarifications received by email by the said date only will be addressed. A written communication will be made about the outcome of the issues discussed.**
- f. IVAC reserves the right to reject any or all the offers without assigning any reasons whatsoever.
- g. IVAC will not entertain any further correspondence with the companies who are declared unsuccessful.
- h. For further clarification, if any, please contact the following.

**Mr. Gaurab Chakraborty, Deputy Chief Operating Officer**

E-mail [dcoo.bd@statebank.com](mailto:dcoo.bd@statebank.com)

### 3.Submission of Application

Document / Application form for Tender can be downloaded from <https://www.ivacbd.com/> or <https://bd.statebank.com>

b. All the documents shall be completed in all respects and duly signed and stamped by an authorized and empowered representatives of the Private Security Agency. If the company comprises of a partnership firm, consortium or a joint venture then all the documents shall be signed by a duly authorized representative of each member of participant thereof.

c. IAVC will not be liable for any delay arising out of any reason even in case of postal delay, while submitting the Tender application.

d. The application for Tender must be submitted in a sealed envelope along with the given enclosures and super scribed "Tender for the Empanelment Security Services Providers" along with the company profile at the following address by **6 p.m. on or before 10<sup>th</sup> March, 2021**. In case if 10<sup>th</sup> March, 2021 is declared a holiday, then the applications will be collected till 1800 hrs on the next working day. Short listing of the firms will be done after scrutinizing/analysis of pre-qualification documents.

**Chief Operating Officer**

Indian Visa Application Centre, Bangladesh Operation.

**Encl-1**

(On the Company letter head)

Date:

Letter No.

The Chief Operating Officer (India Visa Application Centre, Bangladesh)  
State Bank of India, Dhaka Branch  
1<sup>st</sup> Floor, Uday Tower,  
Gulshan, Dhaka – 1212

Dear Sir,

**APPLICATION FOR EMPANELMENT OF VENDORS FOR SECURITY SERVICES**

With reference to your advertisement dated \_\_\_\_\_, for the captioned work, we enclose herewith for your kind consideration our company profile along with necessary supporting papers with an additional set of its photocopies duly signed and sealed by the authorized signatory of the firm. A copy of the authorization letter is enclosed. We confirm that the details furnished by us are true and correct.

2. We undertake to produce the original of all the papers/documents attached herewith as and when asked for by the Bank and shall extend all assistance to the Bank Authorities for the purpose of empanelment.

3. We clearly understand & undertake that mere submission of application does not guarantee for our empanelment and IVAC's decision in this regard will be final and binding on us. We submit this application in token of our acceptance of the terms & conditions laid down in this advertisement.

Thanking you,

Yours faithfully,

(Name of Authorized Signatory)

(Seal of the Firm)