

Ref : MGBPLC/HO/GSD/Cleaner/2025

Date : July 22, 2025

Tender Notice for Deployment of Cleaner at Head Office, Branch and Sub Branch Premises.

Sealed tenders are hereby invited for appointment of Cleaning Service Provider for Meghna Bank PLC.

- 1) Tender Notice Ref. No. and Date : MGBL/HO/GSD/Cleaner/2025, Dt.: 22/07/2025
- 2) Purpose of tender : Appointment of Cleaning Service Provider.
- 3) Eligibility for the tender : Any reputed and experienced firms in related field. Have country wide own network, with adequate Manpower and Logistic Equipment.
- 4) Name of the authorized office of Tender Schedule : General Services Department, Head Office Dhaka
- 5) Address of the office to submit the Tender Bid : Suvastu Imam Square (L-07), 65 Gulshan Avenue, Gulshan-1, Dhaka General Services Department, (in the designated Tender Box placed in the reception.
- 6) Name of Division/ Department inviting Tender : General Services Department, Head Office, Dhaka
- 7) Last date of submission of Tender Bid : Date: 29/07/2025 Time: 16:00 Hrs.
- 08) Details of Work : As detailed in the Tender Schedule (Enclosed)
- 09) Papers/certificates to be enclosed with the Tender Bid :
 - a) Copy of Trade License
 - b) Copy of tax return certificate including TIN.
 - c) Copy of VAT certificate.
 - d) Satisfactory performance certificate.
 - e) Company Profile.
 - f) Six months Bank Statement.
- 10) Special instructions :
 - a) If any holiday falls on the date of opening of Tender bids, then it will open on next/following working day.
 - b) Tender Bids shall be declared ineligible if all papers/documents called for in serial no.: 09 are not enclosed.
 - c) Beside all above noted conditions all other terms and conditions mentioned in the Tender Schedule shall also apply.
 - d) Financial offer must be as per enclosed **"Annexure-A"**

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.


Head of General Services Department

Annexure-A

Financial Offer

Description	Shift	Rate for Urban Branch	Rate for Rural Branch
Cleaner	8:00 AM-6:00 PM		

- Price must be consolidated (inclusive of VAT & Tax), no allowances, bonus etc. will be entertained.
- Price for only Manpower without cleaning materials.

