



Head Office, Suvastu Imam Square (L-6)
65 Gulshan Avenue (Gulshan-1), Dhaka

Ref : MGBL/HO/GSD/Cleaning Service 2023

Date : August 23, 2023

Tender Notice to Outsource Cleaners from Reputed Cleaning Service Provider

Sealed quotations are hereby invited from the bona fide Cleaning Service Providing Companies for Meghna Bank Ltd. as detailed below:

- 1) Tender Notice Ref. No. and Date : MGBL/HO/GSD/Cleaning Service 2023
Date: August 23, 2023
- 2) Purpose of tender : Deployment of Cleaners.
- 3) Eligibility for the tender : At least 5 years work experience in such field at different Banks.
- 4) Address of the office submission of the tender bid : General Services Department, Head Office, Dhaka (in the designated tender box placed in the reception)
- 5) Last date of submission of the tender bid : Date: 30/08/2023 ; Time : 12:00 Hours
- 6) Opening date and time of tender bids : Date: 31/08/2023 ; Time : 12:30 Hours
- 7) Details of works & specifications : **As attached [Annexure A]**
- 8) Name of Division/Department inviting tender : General Services Department, Head Office, Dhaka
- 9) Papers/certificates to be enclosed with proposal :
 - a. Photocopy of Trade License
 - b. Attested photocopy of proof of ownership of the tender.
 - c. Attested photocopy of TIN certificate
 - d. Attested photocopy of VAT certificate.
 - f. Satisfactory performance certificate.
 - g. Six months' Bank statement
- 10) Special instructions :
 - a) Tender bids shall remain valid till 45 (forty-five) days from the date of opening.
 - b) If any holiday falls on the date of opening tender bids, then all bids shall be opened on the following working day.
 - c) Tender bids shall be declared ineligible if all papers/documents called for in serial No. 9 are not enclosed.
 - d) Besides all above noted conditions all other terms and conditions Mentioned in the tender schedule shall also apply.

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 design, increase or decrease quantity or works, change color, quality, brand etc.


Head of General Services Department

Details of Works & SpecificationsTotal Area:

| Sl. | Location | Level | Area in Sft. | No of Cleaners | Price/Cleaners (including VAT & IT) | Total Price |
|-----|--|-------|--------------|----------------|-------------------------------------|-------------|
| 1. | Suvantu Imam Square 65, Gulshan Avenue, Gulshan-01, Dhaka | 03 | 15,445 Sft. | 03 | | |
| | | 06 | 13,767 Sft. | 02 | | |
| | | 07 | 12,733 Sft. | 02 | | |
| 2. | Madonna Tower 28 Mohakhali C/A Dhaka | 03 | 2,800 sft | 01 | | |
| | | 13 | 5,973 Sft | 01 | | |
| | | 14 | 5,973 Sft | 01 | | |

Responsibilities:

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| • Mopping of entire floor spaces mentioned above thrice a day/as and when it is required. |
| • Cleaning of all Work Stations, Side Tables, Cabinets, Chairs etc before the start of the office/as and when required. |
| • Cleaning of all the lavatories before the start of the Office and mopping of the lavatories after each use of the lavatories by the officials/ as and when required. |
| • Doing the cleaning and maintaining the hygiene of Dining spaces of the office premises of each floor at its toe. |
| • Dumping of garbage at the designated location of the Office Premises after the end of office hour on daily basis/as and when required. |
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Terms and Conditions:

- VAT and AIT will be deducted as per Govt. rules
- Price should be inclusive of VAT and Tax, liveries (Shirt, Trousers, Shoe), Festival Bonus etc.

