



INVITATION FOR ENLISTMENT

Applications are invited from any reputed Bangladeshi sole proprietorship firm, partnership firm, public limited company having business experiences in the field of the following categories and have been providing same type of supply, support services & other in any two reputed banks may apply for enlistment as vendor which will come into effect for two years from March 2025 as mentioned in the following category for our Head Office, Branches, Sub-branches, ATM/CRM and agent outlet as under.

Category of the work for General Services Division :

1. Construction of building, civil works, interior & exterior decoration and renovation work etc.
2. Supply & repair of all sorts of wooden furniture etc.
3. Supply & repair of all sorts of steel furniture etc.
4. Supply of new air cooler (VRF AC, Cassette type AC, Spilt Wall type, Ceiling type) etc.
5. Repairing, servicing and maintenance of existing air cooler (VRF AC, Cassette type AC, Spilt Wall type, Ceiling type) etc.
6. Supplying & repairing of electric goods such as energy tube light, Energy bulb, starter, ballast, power strip, shutter gate/collapsible gate, glass door & such other items.
7. Supply, repair & servicing of water cooler/ Drinking water purifier, Freeze, Fan, etc.
8. Vehicle repairing, servicing and motor workshop for support services.
9. Supply of new Generator (Supplying installation and commissioning).
10. Generator troubleshooting, repairing, servicing and maintenance.
11. Supply, repair & servicing of CCTV, photocopier, signboard, fire extinguisher & fire alarm and such other items.
12. Supply of telephone/PABX system (8 lines -500 lines) etc.
13. Supply, repair & servicing of note counting machine, note binding machine (multifunction) and fake note detector, note binding tape etc.
14. Supply, repair & servicing of vault security alarm device/intruder alarm system etc.
15. Supplying Facial Tissue Box.
16. Making and supply of uniform & liveries etc.
17. Supply of Printing Stationery, computer continuation paper etc.
18. Supply of general stationery, petty stationery, toner/cartridge, official ID card, visiting card etc.
19. Supply of rubber stamp/seal, flexo rubber stamp, plastic/digital nameplate etc.
20. Supplying of pest control service.
21. Providing security service with gunman.
22. Providing cleaning service.
23. Providing cash carrying service etc.
24. Purchasing of old furniture.
25. Supplying, servicing of Pot plants, Decoration plants, Balloon Decoration etc.
26. Courier Services.

Schedule containing detail terms & conditions can be obtained from General Services Division (2nd Floor), First Security Islami Bank PLC, Head Office, Rangs RD Center, Block# SE(F), Plot# 03, Gulshan Avenue, Gulshan-1, Dhaka- 1212, phone-02-55045700, on any working day during office hours from January 19 to January 30, 2025 on payment of tk 1,500/- (One Thousand Five Hundred) only (non-refundable) for each serial of item by payment order in favour of First Security Islami Bank PLC. The schedule and application along with all documents will have to be dropped into the enlistment box kept at the General Services Division on or before February 06, 2025 up to 4.00 pm.

Interested category name & serial number should be mentioned on the top of the envelope.

The management of the bank reserves the right to enlist / reject any vendor & in this connection work permission is also under the intuition of the management. The management has also the authority to change, cancel the enlistment notice without any prior information.

Md. Abdus Salam
Executive Vice President
Head of General Services Division
phone-02-55045700