

# NOTICE FOR ENLISTMENT

Applications are invited from the Bonafide Bangladeshi Firms/ Companies/ Manufacturers/ Suppliers/ Contractors/ Consultants/ Advertising Agencies etc. for enlistment with the Bank in the following categories under terms and conditions as detailed below:

## CATEGORY - I: Contractors for Construction, Renovation, Decoration of Branch/ATM Booth/Office premises

Services will include construction of civil work, cash counter, electrical work, interior/exterior decoration work, floor tiles, false ceiling, chambers, partition, painting, plumbing, networking, electric cable work, supply of furniture, air conditioning system, fire extinguishing etc. as per design, layout plan, specification, and instruction of the consultant/engineers of the Bank.

## CATEGORY - II: Supply of Office Equipment

(A) Air Conditioner (B) Generator (C) Photocopiers (D) Fax, PABX, Telephone & Voice Recorder (E) Cash Counting Machine, Note Sorting Machine, Note Banding Machine, Fake Note Detector Machine etc. (F) Computer Hardware & Software, Network Devices and Accessories (G) CCTV, Metal Detector & other security items (H) Gun & Firearms (I) Fire Fighting equipment (J) Other items not specified etc.

## CATEGORY - III: Supply of Printing and Security Stationeries

(A) All types of Office Stationeries (B) Printing of Security items (C) Printing of Stationeries other than security items (D) Computer Accessories (such as toner, ribbon & others), pen-drive etc. (E) Computer paper (F) ATM receive paper, journal paper, thermal roll, ribbon etc.

## CATEGORY - IV: Supply of Promotional items

(A) Various Gift items (B) Calendar/Brochure/Leaflets/Posters/Eid card/New year greetings card etc. (printing purpose)

## CATEGORY - V: Service Provider

(A) Computer Hardware, Software, Communication and other services etc. (B) Vehicle repairing and servicing (C) Filling station (both CNG & PETROL) (D) Travel Agency (E) Office Uniform & Liveries including stitching works (F) Domestic & International Courier Service (G) Repairing/Serviceing of all types of Office equipment (H) Vehicle repairing/services (I) Outsource Service Providers etc.

## CATEGORY - VI: Supply of Furniture/Fixture and other items

(A) Wooden Furniture and Fixture (B) Aluminum/ Glass Furniture and Fixture (C) All types of Steel Furniture and Fixture (including iron safe & door, locker etc.) (D) Jeep/Car & other Vehicle(s) for the Bank (new & reconditions) (E) Tire, Tube & Automobile Spare Parts (F) Sign Board (Metal, Neon, Bell, Wooden, Pana flex etc.) (G) Venetian Blind, Curtain and other decoration items etc. (H) Spare parts of PC/Monitor/Printers/UPS etc.

## CATEGORY - VII: Advertising Agency/Firm(s)

(A) For design, layout, drawing & copy write (B) Public Relation (C) ATL & BTL promotions (D) Media buying (E) Ensure promotion and consistency of brand message in all communications.

## Pre-qualification for Enlistment

- All applicants have to collect the "Schedule of Enlistment" from Service & Estate Division, HO, IFIC Tower (Level- 03) within 10 (ten) days from the date of advertisement publication.
- All applicants have to deposit Tk. 2,000/- (Non-Refundable) as enlistment processing fee through Payment Order for each category favoring IFIC Bank Ltd. (to be issued from any scheduled Bank) while receiving the schedule of enlistment.
- The Firms/Companies must have at least 05 (five) years experiences in the line of business for each category and Photocopy of certificate evidencing enlistment of the firms with at least in 02 (two) Bank/Insurance/Financial Institutions etc. for each category.
- Interested Firms/Companies are requested to submit application in their letter head along with the brochures. The following information must be appended separately.
  - Name of Office/Show Room/Factory/Workshop address, Telephone No. (land and cell) Fax No., E-Mail address of the Firms/Company.
  - Copy of Income Tax clearance certificate or last assessment order up-to the financial year 2021. Copy of VAT Registration Certificate. Certified copy of Trade License of the Company/Firm (up-to date) and years of establishment.
  - In case of Private Limited Company- (Memorandum of Association, Articles of Association and Certificate of Incorporation must be submitted).
  - Biodata of the proprietor of the Firms/Managing Director of the Company/Contact person/their photos.
  - Bank Solvency Certificate from a reputed commercial Bank.
  - Previous work experience supported by documents.
  - Declaration of firms (for printing firms) from competent authority.

A Firms/Companies/Manufacturers/Suppliers/Contractors/Consultants may apply for enlistment in more than one category but separate application and fees will have to be submitted for each individual category.

## Enlistment Processing Fee

All applicants shall have to deposit Tk. 2,000/- (Non-Refundable) as enlistment processing fee through Payment Order for each categories favoring IFIC Bank Ltd. (to be issued from any scheduled Bank) along with the application.

## Security Money

Security Deposit of Tk. 10,000/- (Refundable) will have to deposited by the successful Enlisted Firms/Suppliers/ Contractors through Payment Order favoring IFIC Bank Ltd. (to be issued from any scheduled Bank) within 15 days from the date of receipt of letter confirming enlistment.

## Special Condition

- The enlistment with the Bank will valid up-to 31.12.2023.
- No application will be accepted without the "Schedule of Enlistment" collected from the HO, IFIC Bank Ltd. The previously applied firms which are not enlisted with the bank need to re-submit application following this process.
- The Bank reserves the right to accept or reject any or all the applications without assigning any reason whatsoever.
- Application with schedule and other documents must reach within office hours by 31.05.2022 to the Head of Service & Estate Division, IFIC Bank Ltd., IFIC Tower (Level-03), 61 Purana Paltan, Dhaka- 1000.