



# Standard Bank Limited

## Shari'ah Based Islami Bank

Head Office: Metropolitan Chamber Building (3rd Floor)  
122-124 Motijheel C/A, Dhaka-1000

### INVITATION FOR ENLISTMENT

Sealed applications in prescribed form are hereby invited from the bonafide and reputed Suppliers/ Contractors/ Firms/Printers/Service Providers/Repair & Maintenance Firms, etc. for enlistment in the following Categories & Sub-Categories of supplies/works/services with Standard Bank Limited, Head Office, Dhaka for a period of 2 (Two) years:

Category	Category No.	Sub-Category	Supplies/Works/Services
Office Supplies	1	a	Office Stationeries & Miscellaneous items.
		b	Supply/Repair of Bank Equipment i.e. Note Counting Machine, Note Binding Machine, Note Sorting Machine, Biometric Machine, Fake Note Detector, Queue Management system etc.
Printing Items	2	a	Printing Stationeries including various Forms, Books, Ledger, Register, etc. used by bank.
		b	Security Printings i.e. MICR & Non MICR Cheques, MTDR Blocks, Pin Mailer, Plastic debit Card etc.
Electronic Items	3	a	Computer & Computer Accessories, Printer, Scanner etc.
		b	Training & Office Equipment i.e. Photocopier, Multimedia Projector, Camera, Sound System, etc.
Office Building Related Equipment	4	a	Fire Extinguisher & Fire Fighting Equipment.
		b	Repair & Maintenance of Air-conditioners.
		c	Supply/Repair & Maintenance of Generator.
Furniture	5	a	Steel Furniture i.e. Fire Proof Iron Safe, Iron Rack, Locker, Fire Proof Iron Door, Fire Proof Almirah etc.
		b	Office Furniture & Fixture i.e. Chair, Table, Sofa set, etc.
Security Items	6	a	CC TV Surveillance System, Security Automation System, Auto Alarm System/Anti-Theft Alarm, Metal Detector, etc.
Interior Design & Decoration	7	a	Interior Design & Decoration Work (with/without furniture), Rearrangement, Relocation/shifting & renovation work.
Branding works	8	a	Metal/Neon Sign Board, Digital Sign, Digital Display Board, Digital inject print, One-way vision etc.
Services	9	a	Outsource Security Services/Cash Carrying Service.
		b	Cleaning Services, Pest Control, Outsource Support Staff Service etc.
		c	Rental Photocopier.

**Minimum qualification: 03 years experience in the relevant supply/service.**

Interested Suppliers/Vendors may collect Enlistment Form during office hour from 10:00 am to 04:00 pm for each Sub-category from the Head Office of Standard Bank Ltd, General Services Division, Islam Chamber (6th Floor), 125/A Motijheel C/A, Dhaka-1000 against payment of Tk.2,000.00 only (Non-refundable) in cash within 28 December 2023 by 04:00 pm. Enlistment Schedule should be submitted to General Services Division on or before 10 January 2024 by 03:00 pm with a request letter for enlistment in Company letterhead pad in a sealed envelope. The name of Category and Sub-category to be mentioned on the sealed envelope. For any clarification the tenderer may contact with the Head of Procurement, Cell: 01999055554 / 01819030006, PABX: 02-223357913, 02-223385106 Ext-130 / 139.

All previously enlisted Suppliers/Firms will have to apply also for new enlistment. Standard Bank Ltd reserves the right to accept or reject any Schedule for enlistment in full or part with or without assigning any reason whatsoever.

**Head of General Services Division**

Standard Bank Limited, 6th Floor, Islam Chamber, 125/A Motijheel C/A, Dhaka-1000