

Comprehensive Disaster Management Programme II (CDMP II)
92-93 Disaster Management & Relief Bhaban
Mohakhali, Dhaka

Date: 20/02/2011

To: _____

Subject: Request for Quotation for Office Security.

Sealed quotations are hereby invited from the bonafied suppliers/agencies/related firms for the above stated services as per the following instructions, terms & conditions:

Sealed quotations shall be dropped in the tender box kept at the 6th Floor, Disaster Management and Relief Bhaban, 92-93 Mohakhali, Dhaka; up to February 24, 2011 till 4.00 pm.

1. Sealed quotation must be submitted in the printed pad of the firm along with the following documents, failing of which the tender may be rejected:
 - (a) Valid Trade License
 - (b) TIN Certificate
 - (c) VAT Registration Certificate
 - (d) Bank solvency certificate
2. The bidder must quote for the stated items in full as per TOR. They must fill in the Unit Price, Total Price and Grand Total columns as per prescribed format.

Reference:

Sl	Designation	Required Person	Take home salary (Individual)	Service charge (including vat & Tax)	Total Price for one guard	Total Price for three guard
1	Security Guard	3 Guards	-	-	-	-

3. Erasing of any kind must be supported by full signature of the bidder(s) who sign the bid.
4. The procurement entity reserves the right to increase or decrease quantity requirements of any or all the item(s) at its own discretion. In such case, the unit price of person(s)/item(s) shall remain unchanged.
5. Payment will be made on monthly basis upon submission of bills & other required documents.

6. If the supplier fails to deliver any or all services, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damage as per rules and practices of the organization/GoB; or action may be taken.
7. The bidder must follow the individual TOR attached and prepare the quotation accordingly.
8. Supplier shall be entirely responsible for all taxes (including customs duty, Value Added Tax and Income Taxes, stamp duties, license fees, and other such levies) imposed or incurred until delivery of the contracted goods to the purchaser. VAT and IT will be deducted at source as per Govt. rules until and unless the appropriate challans/waiver's memo is produced to the purchaser.

Bidder's Signature: _____

Address: _____

Land/Mobile No: _____

Seal:

Enclosed: TOR

Sincerely,



Sharifa Ahmed
Procurement Associate
CDMP II

**TERMS OF REFERENCE
FOR
SECURITY SERVICES**

CDMP is looking for a provider of security services to be delivered to 6th floor of Disaster Management & Relief Bhaban located at 92-93 Mohakhali for a period until 31 Dec 2011 with possible further extension subject to CDMP decision and performance of the contractor.

The contractor shall provide security services and protection to the personnel, properties and premises of the CDMP Phase II.

Services to be provided:

At all time (24 hour x 7 days; 3 shifts in a day) one unarmed guard by rotation (properly trained and licensed) will carry out all security related activity at the main entry of the CDMP office.

The Contractor will undertake the following task:

Functional Area:

- The security service shall include control of entries and exits, body search and ID card check/verification of the incoming people other than the staff working at the floor.
- Screening the visitors, staff and material at the main point of the CDMP office and keep record
- Guiding visitors and clients properly at CDMP office
- The cleaning firm's personnel come to the building after the working hours. Each and every cleaning personnel should be check during entries and exit.
- Daily newspapers and other correspondence brought to CDMP should be first checked, received at the reception and shall then be distributed by the CDMP responsible person
- Protecting the personnel and property from any natural or manmade hazard
- Responding to any emergency
- Ensure the security of properties and valuables of CDMP office

General requirements:

- (a) Security services shall be performed on 7 days per week 24-hour basis at the CDMP floor
- (b) Security officers shall have the following shifts: 24 hrs /7 days in week 3 shift duty
- (c) The guards shall be properly trained and licensed, in accordance with local law, to perform security services.



- (d) The officers shall be uniformed and wear appropriate identification badges. The names of the guards shall be given to CDMP for verification purposes well in advance of assignment to perform services under this Contract.
- (e) It is expected that at least one of the security officers of the day shift would speak or understand minimum English and also serve as a receptionist thus being able to properly transfer calls and register visitors.

Requirements for Contractor's Staff:

Uniform

The Contractor shall provide uniforms whose quality and colour shall be approved by the CDMP Operations Unit

The proposal should be submitted with following information:

1. Monthly rate in Bangladeshi taka for each type of guard services. Note that Govt. Tax/VAT withholding will apply.
2. Name and full address of company along with the name person to be contract for further clarification of proposal and telephone, fax and email address.
3. Valid Trade license and Govt. registration documents
4. Updated TIN certificate
5. VAT registration certificate
6. Bank solvency certificate
7. Performance certificate as security services from three reputed offices or organizations or embassies.
8. Insurance coverage in case of theft while guard on duty.
9. Any other useful information for better evaluation of proposal (e.g., Current and future coverage plan of security services).

CDMP shall not be liable for any action, omission, negligence or misconduct of the Contractor's employees, agents, servants, or subcontractors nor for any insurance coverage which may be necessary or desirable for the purpose of this Contract, nor for any costs, expenses or claims associated with any illness, injury, death or disability of the Contractor's employees, agents, servants, or subcontractors performing work or services in connection with this Contract.

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