



Meghna Insurance Company Limited

Head Office: Pritom Zaman Tower, 37/2, Purana Paltan, Dhaka –1000

Phone : + 88-02-41050894-8, Fax : +88-02-41050902

www.micl.com.bd

INVITATION FOR ENLISTMENT

Applications are invited from any reputed Bangladeshi Sole Proprietorship Firm, Partnership Firm, Private Limited Company & Public Limited Company having business experiences in the field of the following categories.

1. Supply of office accessories/stationary articles.
2. Supply & repairing of all sorts of fire proof Iron Safe & Steel Made Furniture etc.
3. Repairing & servicing of motor Vehicles/Supply of Motor Parts and accessories etc.
4. Supply, repair & servicing Air Condition, Freeze, Fan etc.
5. Supply of electric goods such as Tube Light, Bulb, power strip & such other items.
6. Supply, repair & servicing of office equipment such as CCTV Surveillance System, photocopier, Fire Extinguisher, Security Alarm Device and such other items.
7. Supply & Servicing of Telephone /PABX etc.
8. Making & supply of uniforms and liveries etc.
9. Supply & printing of computer toner/cartridge, computer continuation paper/NCR paper etc.
10. Supply of IT Equipment. (Computer, Printer, Scanner, Sarver etc.
11. Supply Nameplate, Signboard, Banner & various gift items etc.
12. Supply & printing of various items (such as Cover note, fair & marine policy, visiting card, ID card etc.
13. Making & repairing of the Office's interior & exterior Decoration works.
14. Any other requirements of the office as & when required.

Application containing of information & supporting documents (will be found in Head Office or Company's website: www.micl.com.bd) in a sealed envelope must be submitted into the tender box to be placed at Meghna Insurance Company limited, Head office, Pritom Zaman Tower (4th floor), 37/2, Purana Paltan, Dhaka - 1000, clearly super scribing "Enlistment of Vender for -----" on any working day during the office hour before 20 March 2023 up to 5.00 PM.

Meghna Insurance Company Limited (MICL) Authority reserves the right to accept/reject any or all application for enlistment at its sole discretions without assigning any reason whatsoever. MICL Authority also reserves right to decide on the number of vendors to be enlisted. For queries please call: 01817-075598.

S/d

Md. Abdus Samad
Head of HR & Admin.

Note: Size (7 Inch× 3 Colum)