

Government of the People's Republic of Bangladesh  
Office of the Executive Engineer  
Eden Bhaban PWD Division  
Bangladesh Secretariat, Dhaka.

**Invitation for Tenders (IFT)**

Memo No: 469

Date: 08.08.2024

1	Name of Procuring Entity	Executive Engineer, Eden Bhaban PWD Division, Bangladesh Secretariat, Dhaka.
2	Invitation for	Procurement of Physical Services
3	Invitation Reference No. with Date	Eden/ACE64/310724/2024-25/Outsourcing/PSN/02, Date-31.07.2024
4	Source of fund	Government of Bangladesh (GOB)
5	Procurement Method	Open Tendering Method (OTM)/ National Competitive Tendering (NCT)
6	Tender/Package No.	Eden/ACE64/310724/2024-25/Outsourcing/PSN/02
7	Tender/Package Name	Supplying of manpower (cleaner) for different office building No-01 to 06 at Bangladesh Secretariat, Dhaka. (Group No-2)
8	Tender Publication Date	08.08.2024
9	Tender Last Selling Date	09.09.2024, during Office Hours
10	Tender Closing Date and Time	10.09.2024, 12.00 PM
11	Tender Opening Date and Time	10.09.2024, 03.00 PM
12	Name & Address of the office (s)	
	Selling of Tender Documents (Principal)	Office of the Executive Engineer, Eden Bhaban PWD Division, Bangladesh Secretariat, Dhaka.
	Selling of Tender Documents (Others)	1. Office of the Executive Engineer, Dhaka PWD Division-3, Segunbagicha, Dhaka. 2. Office of the Executive Engineer, Dhaka PWD Division-4, 15 Abdul Gani Road, Dhaka.
13	Receiving of Tender Documents	1. Office of the Executive Engineer, Eden Bhaban PWD Division, Bangladesh Secretariat, Dhaka. 2. Office of the Divisional Commissioner, Dhaka Division, Segunbagicha, Dhaka. 3. Office of the Police Commissioner, Dhaka Metropolitan Police, 36 Captain Mansoor Ali soroni, Dhaka. 4. Office of the Executive Engineer, Dhaka PWD Division-3, Segunbagicha, Dhaka. 5. Office of the Executive Engineer, Dhaka PWD Division-4, 15 Abdul Gani Road, Dhaka.
14	Opening of Tender Documents	Office of the Executive Engineer, Eden Bhaban PWD Division, Bangladesh Secretariat, Dhaka.
15	Place/Date/Time of Pre-Tender meeting	N/A
16	Brief Eligibility and Qualification of Tenderer	(a) The minimum number of years of general experience of the Tenderer in contracting industries in public sector as Prime Contractor/Sub Contractor/Management Contractor shall be 03 (Three) years. (b) The minimum specific experience as a Prime Contractor in providing non-consultant service of at least ONE contract of manpower supply through out-sourcing in any Government/ Semi-Government/ Autonomous organization, with a contract value of at least BDT 130.00 (One Hundred and Thirty) Lacs under a single contract, successfully completed within 01 (One) year over a period

		<p>of last 03 (Three) years shall be required. (Completion Certificate(s) from the competent authority must be submitted along with the tender, otherwise tenderer will be non-responsive)</p> <p>(c) The required average annual turnover of the Tenderer shall be at least of the amount of BDT 100.00 (One Hundred) Lacs over the last 03 (Three) years.</p> <p>(d) The minimum amount of liquid assets i.e. working capital or credit line(s) of the Tenderer shall be BDT 50.00 (Fifty) Lacs only.</p>
17	Price of Tender Document (non-refundable)	BDT 4000 (Four Thousand) only.
18	Tender Security (refundable)	Tenderer must submit Bank draft/ Pay Order of BDT 5.00 (Five) Lacs from any scheduled bank of Bangladesh in favor of Executive Engineer, Eden Bhaban PWD Division, Bangladesh Secretariat, Dhaka with the tender documents.
19	Completion time	12 (Twelve) months
20	Special Instructions	<p>(a) Tenderer must submit up-to-date Trade License, along with the tender.</p> <p>(b) Tenderer must submit up-to-date VAT Certificate and Income Tax Clearance Certificate as per prescribed format mentioned in the tender schedule along with the tender, otherwise tenderer will be non-responsive.</p> <p>(c) The Tenderer must submit up-to-date License/Registration Document as manpower provider firm issued by Department of Inspection for Factories and Establishments (DIFE) in compliance of Section 3Ka(1) of Bangladesh Labor Act 2006. Failure in submitting of such document shall lead to the non-responsiveness of the concerned bidder/tenderer.</p> <p>(d) When quoting the price of each item in the tender, up to two digits after decimal are acceptable.</p> <p>(e) Furnishing of any false, misleading documents may result in rejection of tender and may lead to action under Rules 127 of PPR-2008.</p> <p>(f) Tenderer must follow the following guidelines-</p> <ol style="list-style-type: none"> <li>1. Outsourcing Principles, 2018: Ministry of Finance, no- 07.153.029.07.00.01.2012-01, Dated: 01/01/2019</li> <li>2. Ministry of Finance, circular no- 07.153.029.07.00.01. 2019-259, Dated: 10/06/2019</li> </ol> <p>(g) Tenderer must submit original tender documents and one set photocopy in separate sealed envelope (mentioning 'Original' and 'Photocopy' respectively) with clearly written name and address of the Company on the top.</p> <p>(h) The Procuring Entity reserves the right to accept or reject any or all the Tender without assigning any reason whatsoever. No claim will be entertained in this regard.</p> <p>(i) All sorts of Security and Safety measures shall be carried out by the firm during execution of the work.</p> <p>(j) All other Terms and Conditions mentioned in the Tender Schedule must be followed by the tenderer, otherwise tenderer will be non-responsive.</p>

Executive Engineer  
Eden Bhaban PWD Division,  
Bangladesh Secretariat, Dhaka.