

Government of the People's Republic of Bangladesh  
Office of the Executive Engineer  
PWD E/M Division- 4,  
Building No-4, Bangladesh Secretariat, Dhaka.  
Phone: 55100713.

**Invitation for Tenders (IFT)**

Memo No: 210		Date: 04-08-2024
1	Ministry/Division	Ministry of Housing & Public Works
2	Executing Agency	Public Works Department
3	Name of Procuring Entity	Office of the Executive Engineer, PWD E/M Division- 4, Dhaka
4	Procuring Entity Code	Not used at present
5	Procuring Entity District	Dhaka
6	Invitation for	Procurement of Physical Services
7	Invitation Reference No.	EMDK-4/Outsourcing/02/2024-2025
8	Date	04-08-2024
<b>KEY INFORMATION</b>		
9	Procurement Method	Open Tendering Method (OTM)
<b>FUNDING INFORMATION</b>		
10	Budget and Source of fund	Revenue and GoB
11	Development Partners (if applicable)	Not Applicable
<b>PARTICULAR INFORMATION</b>		
12	Project / Programme Code (if applicable)	Not Applicable
13	Project / Programme Name (if applicable)	Bangladesh Secretariat, Dhaka
14	Tender Package No.	02/2024-2025
15	Tender Package Name	Supplying of Manpower for Operation & Maintenance of different Office Buildings at Bangladesh Secretariat, Dhaka.
16	Tender No	02/2024-2025
17	Tender Publication Date	On or before 04-08-2024
18	Tender Last Selling Date	03-09-2024 up to 15:00 hours
19	Tender Closing Date and Time	04-09-2024 up to 14:00 hours
20	Tender Opening Date and Time	04-09-2024 up to 15.00 hours
<b>INFORMATION FOR TENDERER</b>		
21	Name & Address of the office (s)	
	Selling Tender Document (Principal)	Office of the Executive Engineer, PWD E/M Division- 4, Dhaka
	Selling Tender Document (Others)	PWD E/M Division- 1, 2, 3, 5, 6, 7, 8, 9, 10, 11 Dhaka and Eden Bhaban PWD Division, Secretariat, Dhaka.
22	Receiving Tender Document	Office of the Executive Engineer, PWD E/M Division- 4, Dhaka.
23	Opening Tender Document	Office of the Executive Engineer, PWD E/M Division- 4, Dhaka.
24	Place, Date & Time of Pre-Tender meeting	PWD E/M Division- 4, Dhaka; Date: 13-08-2024; 11:00 hours.
25	Brief Eligibility and Qualification of Tenderer	<p>a. The minimum number of years of <b>General Experience</b> of the Tenderer in contracting industries in public sector as Prime Contractor/Sub-Contractor/ Management Contractor shall be <b>05 (Five) years</b>.</p> <p>b. The minimum <b>Specific Experience</b> as a Prime Contractor in providing Manpower for Support Services at Govt. Offices, with a contract value of at least (a) For Lot No-06 Tk. 18.00 (Eighteen Lakh), (b) For Lot No-07 Tk. 16.00 (Sixteen Lakh), (c) For Lot No-08 Tk. 10.00 (Ten Lakh); (d) For Lot No-09 Tk. 16.00 (Sixteen Lakh) and (e) For Lot No-10 Tk. 18.00 (Eighteen Lakh); under a single contract in <b>Similar Works</b>; completed successfully within 01(One) year, over a period of last 05 (Five) years [years counting backward from the date of publication of this tender] shall be required.</p> <p>c. The required amount of <b>Average Annual Turnover</b> of the Tenderer shall be at least (a) For Lot No-06 Tk. 40.00 (Forty Lakh), (b) For Lot No-07 Tk. 35.00 (Thirty Five Lakh), (c) For Lot No-08 Tk. 20.00 (Twenty Lakh), (d) For Lot No-09 Tk. 35.00 (Thirty Five Lakh) and (e) For Lot No-10 Tk. 40.00 (Forty Lakh); over the last <b>03 (Three) years</b>.</p> <p>d. The minimum amount of <b>Liquid Assets</b> or working capital or credit line(s) of the Tenderer shall be (a) For Lot No-06 Tk. 30.00 (Thirty Lakh), (b) For Lot No-07 Tk. 26.00 (Twenty Six Lakh), (c) For Lot No-08 Tk. 16.00 (Sixteen Lakh); (d) For Lot No-09 Tk. 25.00 (Twenty Five Lakh) and (e) For Lot No-10 Tk. 28.00 (Twenty Eight Lakh) <b>[The full eligibility and qualification criteria will be available in details in the Tender Data Sheet (TDS, Section-2) of Tender Document].</b></p>
26	Price of Tender Document (BDT)	BDT 1,000.00 (One Thousand) only

27.	Lot No	Identification of lot	Location	Tender Security amount (BDT)	Completion time
	Lot No- 06	Supplying of Manpower for 02 Nos 20 Stops Sunny Brand Lift at Building No-11 Lift No- 11/1, 11/2; 02 Nos 9 Stops Macpuarsa Brand Lift at Building No-7 Lift No- 7/1, 7/2; 02 Nos 9 Stops Macpuarsa Brand Lift at Building No- 4 Lift No- 4/1, 4/2 & 01 No 12 Stops Macpuarsa Brand Lift at Paribahan Pool Lift No- 3 in Bangladesh Secretariat, Dhaka.	Bangladesh Secretariat, Dhaka	100,000.00 (One Lakh)	09 (Nine) Months
	Lot No- 07	Supplying of Manpower for Operation & Maintenance of Generator & Sub-Station complaints on concerned Building in Bangladesh Secretariat, Dhaka.	Bangladesh Secretariat, Dhaka	90,000.00 (Ninety Thousand)	09 (Nine) Months
	Lot No- 08	Supplying of Manpower for Attending Maintenance and Operation of Conference, CCTV and PABX System complaints on concerned Building for Building No- 1, 2, 5, 6 & 11 in Bangladesh Secretariat, Dhaka.	Bangladesh Secretariat, Dhaka	55,000.00 (Fifty Five Thousand)	09 (Nine) Months
	Lot No- 09	Supplying of Manpower for Attending and Maintenance of Air-Cooler complaints on concerned Building for Building No- 1, 2, 7, 8, 11 & Paribahan Pool in Bangladesh Secretariat, Dhaka.	Bangladesh Secretariat, Dhaka	90,000.00 (Ninety Thousand)	09 (Nine) Months
	Lot No- 10	Supplying of Manpower for Attending and Maintenance of Air-Cooler complaints on concerned Building for Building No- 3, 4, 5, 6 & 9 in Bangladesh Secretariat, Dhaka.	Bangladesh Secretariat, Dhaka	100,000.00 (One Lakh)	09 (Nine) Months
<b>PROCURING ENTITY DETAILS</b>					
28.	Name of official inviting tender		Md. Mohibul Islam		
29.	Designation of official inviting tender		Executive Engineer		
30.	Address of official inviting tender		Building No-4, Bangladesh Secretariat, Dhaka.		
31.	Contact details of official inviting tender		Tel: 55100713; Mobile: 01977070007; Email: ee_emdk4@pwd.gov.bd		
32.	The Procuring Entity reserves the right to accept the Tender or to reject the Tender any time prior to contract award and, to annul the Procurement Proceedings.				

**SD/-**  
**(Md. Mohibul Islam)**  
**Executive Engineer**  
**PWD E/M Division-4, Dhaka.**