

Government of the People's Republic of Bangladesh  
Office of the Project Director (ACE), RHD  
Matarbari Port Development Project (RHD Part)  
RHD Foreign Aided Projects Office Building (Level-2)  
Road-27, Block-A, Banani, Dhaka-1213.  
**INVITATION OF PROPOSAL for**  
**Selection of Firm (National) for Staff Outsourcing**

1	Ministry/ Division	Ministry of Road Transport and Bridges/ Road Transport and Highways Division
2	Agency	Roads and Highways Department
3	Procuring Entity Name	Matarbari Port Development Project (RHD Part)
4	Procuring Entity Code	224311702
5	Procuring Entity District	Dhaka
6	Invitation For	Outsourcing of Personnel /Staffs
7	Invitation Ref No.	PD/MPDP(RHD)/PS-05/2020-21
8	Date	20 August, 2020

**KEY INVOMATION**

9	Procuring Method	Open Tender Method (OTM)
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**FUNDING INFORMATION**

10	Budget and Source of funds	GoB
11	Development Partner	Japan International Cooperation Agency (JICA)

**PARTICULAR INFORMATION**

12	Project Code	224311702
13	Project Name	Matarbari Port Development Project (RHD Part)
14	Tender Package No	PD/MPDP(RHD)/PS-05
15	Tender Package Name	Outsourcing of personnel/ Staff (Hiring Charge)
16	Tender Publishing Date	Date of Publishing Advertisement of Proposal on National Dailies
17	Tender Last Selling Date	20 September 2020 (during office hour)
18	Tender closing date and time	21 September 2020, 2020 at 12:00 noon
19	Tender opening date and time	21 September 2020, 2020 at 12:30 PM
20	Name and address of the office	Project Director, Matarbari Port Development Project (RHD Part), RHD Foreign Aided Projects Office Building (Level-2), Road-27, Block-A, Banani, Dhaka-1213.
	Selling of Tender Document	Project Director, Matarbari Port Development Project (RHD Part), RHD Foreign Aided Projects Office Building (Level-2), Road-27, Block-A, Banani, Dhaka-1213.
	Receiving Tender Document	Project Director, Matarbari Port Development Project (RHD Part), RHD Foreign Aided Projects Office Building (Level-2), Road-27, Block-A, Banani, Dhaka-1213.
	Opening Tender Document	Project Director, Matarbari Port Development Project (RHD Part), RHD Foreign Aided Projects Office Building (Level-2), Road-27, Block-A, Banani, Dhaka-1213.

**INRORMATLON FOR TENDERER**

21	Eligibility of Tenderer	a) Tenderer must have the experience of supplying Manpower for last 5 years in any Ministry/division/authority/agency/government company/government organization/ government project/consultant's organization of the foreign aided project. Certificates of relevant experiences are to be attested by first class gazetted officer. b) Tenderer must have experience of a single contract complete/ongoing of supplying manpower valued at least of Taka 4.5 (Four & Half) crore in last 5 (Five) years. c) Earlier who failed to supply manpower in RHD Projects will be considered as 'illegible' to participate in this tender. d) Tenderer shall have the legal capacity to enter into the contract under the applicable Law. e) Tenderer shall be enrolled in the relevant professional or trade organizations registered in Bangladesh. f) Tenderer shall have fulfilled its obligations to pay taxes under the provisions of laws and regulations of Bangladesh.
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22	Brief Description of the services to be provided	Staff Outsourcing <table border="1" style="width: 100%;"> <thead> <tr><th>SI No</th><th>Name of Post</th><th>Category</th><th>Total No of Post</th></tr> </thead> <tbody> <tr><td>01</td><td>Office Assistant Cum Computer Operator</td><td>1</td><td>11</td></tr> <tr><td>02</td><td>Driver</td><td>2</td><td>10</td></tr> <tr><td>03</td><td>Office Assistant</td><td>5</td><td>15</td></tr> <tr><td>04</td><td>Cleaner</td><td>5</td><td>01</td></tr> <tr><td colspan="3" style="text-align: right;"><b>Total=</b></td><td><b>37</b></td></tr> </tbody> </table>	SI No	Name of Post	Category	Total No of Post	01	Office Assistant Cum Computer Operator	1	11	02	Driver	2	10	03	Office Assistant	5	15	04	Cleaner	5	01	<b>Total=</b>			<b>37</b>
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01	Office Assistant Cum Computer Operator	1	11																							
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04	Cleaner	5	01																							
<b>Total=</b>			<b>37</b>																							

23	Price of the Tender Document	Tk. 5000 (Five Thousand) (Non Refundable)
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Name of thy goods and services	Location	Tender Security (Taka)	Contract Period
24	Staff by outsourcing according to mentioned post name, grade and post number at order-23	16,00,000/- (Sixteen Lac)	75 (Seventy Five) Months

25	Name of the Officer inviting Proposal	Md. Sadequul Islam
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26	Designation of the officer Inviting Proposal	Project Director (ACE,RHD)
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27	Contact Details	Project Director (ACE,RHD) Matarbari Port Development Project (RHD Part) RHD Foreign Aided Projects Office Building (Level-2), Road-27, Block-A, Banani, Dhaka-1213.
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28	Special Instructions	a) The Government principle of Outsourcing document 2018 & Latest circulars/revisions of this Principle (আউটসোর্সিং প্রক্রিয়া সেবা গ্রহণ নীতিমালা, ২০১৮ এবং আউটসোর্সিং প্রক্রিয়া সেবা গ্রহণ নীতিমালা, ২০১৮ অনুযায়ী সেবা গ্রহণের ক্ষেত্রে সেবা মূল্য নির্ধারণ), New pay Scale and conditions of this tender document will be applicable in this case. b) Outsourcing principle 2018 and any further revision/correction in this principle will be applicable. Any deviation from this principle will not be accepted. c) Manpower must be supplied in accordance with outsourcing principle, 2018 and qualification mentioned in RFP. d) Authority will recruit manpower at a time or according to demand (need). e) Authority will have the right to change or add any condition that do not conflict with government rules. Authority can accept/reject any tender without showing any reason. f) If proposal is submitted by hiding or falsifying any information and later it is identified then agreement will be canceled despite agreement is done and necessary steps will be taken according to the Law. g) Any solicitation or personal communication will be considered as illegibility. h) The Notice for Invitation Proposal will be available on the website: www.cptu.gov.bd of CPTU, website: www.rthd.gov.bd of Road Transport and Highway Division and website: www.rhd.gov.bd of Roads and Highways Department
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The Procuring Entity reserves the right to accept or reject any or all Proposals and the whole process.

20/8/2020  
(Md. Sadequul Islam)

ID No.: 006003

Project Director (ACE, CC), RHD  
Matarbari Port Development Project  
(RHD Part)