

Government of the People's Republic of Bangladesh
Ministry of Finance, Economic Relations Division
Central Co-ordination Unit of the Private Investment & Digital Entrepreneurship (CCU-PRIDE) Project
Sher-E-Bangla Nagar, Dhaka-1207




Memo No: 09-00/0000.061.07.21/769(5)

Date: 07/03/2021

Invitation for Tender No: 09.00.0000.061.07.001.21, 2020-2021, Tender Package No. : CCU S-6		
1	Ministry/Division	Economic Relations Division, Ministry of Finance
2	Agency	Economic Relations Division
3	Procuring Entity Name	Additional Secretary, World Bank Wing, ERD and Project Coordinator, Central Co-ordination Unit of the Private Investment & Digital Entrepreneurship (CCU-PRIDE) Project
4	Procuring Entity District	Dhaka
5	Invitation for	Procurement of physical service
6	Invitation Ref No	09.00.0000.061.07.001.21, 2020-2021
7	Date	07 March, 2021
KEY INFORMATION		
8	Procurement Method	Open Tendering Method (OTM),
FUNDING INFORMATION		
9	Budget and Source of Funds	IDA Loan (SUF)
10	Development Partners (if applicable)	Applicable (Project Aid)
PARTICULAR INFORMATION		
11	Project Code (if applicable)	P170688
12	Project Name (if applicable)	Central Co-ordination Unit of the Private Investment & Digital Entrepreneurship (CCU-PRIDE) Project, ERD
13	Tender Package No.	CCU S-6
14	Tender Package Name	Service procurement of 2 (two) Office Attendant (Outsourcing)
Date		
15	Tender Publication Date	On or before 11 March, 2021
16	Tender Last Selling Date	Last day of 28 March, 2021 office hour at 5:00 pm
Date & Time		
17	Tender Closing Date and Time	On 30 March, 2021 at 12:00 noon
18	Tender Opening Date and Time	On 30 March, 2021 at 12:30 pm (Tenderer or their authorized representatives are allowed to attend)
19	Name & Address of the office(s)	Address
	- Selling Tender Document	Conference Room (Room#6, Block#16) of Additional Secretary, World Bank Wing, ERD and Project Coordinator, Central Co-ordination Unit of the Private Investment & Digital Entrepreneurship (CCU-PRIDE) Project, ERD
	- Receiving Tender Document	Conference Room (Room#6, Block#16) of Additional Secretary, World Bank Wing, ERD and Project Coordinator, Central Co-ordination Unit of the Private Investment & Digital Entrepreneurship (CCU-PRIDE) Project, ERD
	- Opening Tender Document	Conference Room (Room#6, Block#16) of Additional Secretary, World Bank Wing, ERD and Project Coordinator, Central Co-ordination Unit of the Private Investment & Digital Entrepreneurship (CCU-PRIDE) Project, ERD
INFORMATION FOR TENDERER		
20	Eligibility of Tenderer	<ul style="list-style-type: none"> Tenderers shall have the legal capacity to enter into the Contract under the Applicable Law. Tenderers shall be enrolled in the relevant professional or trade organisations registered in Bangladesh. Tenderers shall have fulfilled its obligations to pay taxes under the provisions of laws and regulations of Bangladesh
21	Brief Description of Services	As per the TAPP of CCU-PRIDE project, the Support Staff (Office Attendant of CCU-PRIDE) will provide relevant support services to CCU-PRIDE Project activities and project officials- Junior Consultant, Consultants, Deputy Project Coordinator and Project Coordinator. Tasks to be performed by the office attendants will include but are not limited to be as follows:

			<ul style="list-style-type: none"> • Ensure entries of incoming and outgoing letters in the respective registers; • Distribute letters, documents to different offices- PIEs, CAFO(ERD), IMED, Operating Bank, World Bank, various recipients' addresses etc.; • Maintain cleanliness of office meeting room and manage refreshments; • Perform the functions of photocopy, spiral binding and related activities; • Attend visitors and answer calls; • Move files to Consultants, Deputy Project Coordinator and Project Coordinator; • Carryout any other responsibility assigned by the project management and consultants. <p>A detailed of 'Performance Specifications and Drawings' shown in section 7 of Tender Document is available in the project of CCU-PRIDE, ERD and Tenderers must obtain the document for participating the Tender during normal office hour.</p>
22	Price of Tender Document (Tk)		BDT. 1,000 (One thousand) in cash (Non-refundable).
23	Package No	Identification of Package	Tender Security Amount (Tk)
	CCU S-6	Service procurement of 2 (two) office attendant (Outsourcing)	Tk. 1,00,000 (One Lakh only) in favour of Project Coordinator, CCU-PRIDE project
			Completion Time in Months
			58 Months
PROCURING ENTITY DETAILS			
24	Name of Official Inviting Tender		Abdul Baki
25	Designation of Official Inviting Tender		Additional Secretary, World Bank Wing, ERD and Project Coordinator, Central Co-ordination Unit of the Private Investment & Digital Entrepreneurship (CCU-PRIDE) Project, ERD.
26	Address of Official Inviting Tender		Room#5, Block#16, Economic Relations Division, Ministry of Finance; Sher-E-Bangla Nagar, Dhaka-1207.
27	Contact details of Official Inviting Tender		Phone: 9180675; E-mail : abaki_23@yahoo.com
28	The Procuring Entity reserves the right to reject all the Tenders or annul the Tender proceedings.		


 Abdul Baki
 Additional Secretary, ERD &
 Project Coordinator,
 (CCU-PRIDE) Project
 Economic Relations Division of Ministry of Finance,
 Sher-E-Bangla Nagar, Dhaka-1207