

Government of the People's Republic of Bangladesh  
Office of the Project Director  
The Disaster Risk Management Enhancement Project (DRMEP)  
Department of Disaster management  
92-93 Mohakhali C/A, Dhaka-1212  
[www.ddm.gov.bd](http://www.ddm.gov.bd)

**Invitation for Tender**

| GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH                                 |  |   |          |                             |                                   |
|---|--|---|----------|-----------------------------|-----------------------------------|
| 1   | Ministry/Division                            | Ministry of disaster management & Relief.   |          |                             |                                   |
| 2   | Agency                                       | Department of Disaster Management.  |          |                             |                                   |
| 3   | Procuring Entity Name                        | Project Director, The Disaster Risk Management Enhancement Project (DRMEP), Department of Disaster Management (DDM), Disaster Management Bhaban, 92-93 Mohakhali C/A, Dhaka-1212  |          |                             |                                   |
| 4   | Procuring Entity Code                        |   |          |                             |                                   |
| 5   | Procuring Entity District                    | Dhaka   |          |                             |                                   |
| 6   | Invitation for                               | Hiring of Manpower [(Outsourcing) (Computer Operator-1, Accountant-1, office Assistant-2, Office Shayok-1)] for Project Director, The Disaster Risk Management Enhancement Project (DRMEP) Project.   |          |                             |                                   |
| 7   | Invitation Ref No                            | 51.01.0000.044.11.009.19/246  |          |                             |                                   |
| 8   | Date   | 03/09/2019  |          |                             |                                   |
| <b>KEY INFORMATION</b>  |  |   |          |                             |                                   |
| 9   | Procurement Method                           | OTM   |          |                             |                                   |
| <b>FUNDING INFORMATION</b>  |  |   |          |                             |                                   |
| 10  | Budget and Source of Funds                   | GoB   |          |                             |                                   |
| 11  | Development Partners (if applicable)         | Japan International Cooperation Agency (JICA)   |          |                             |                                   |
| <b>PARTICULAR INFORMATION</b>   |  |   |          |                             |                                   |
| 12  | Project / Program Code (if applicable)       | BD-P91  |          |                             |                                   |
| 13  | Project Name (if applicable)                 | The Disaster Risk Management Enhancement Project (DRMEP)  |          |                             |                                   |
| 14  | Tender Package No.                           | S-02  |          |                             |                                   |
| 15  | Tender Package Name                          | Selection of Firm for Employees Outsourcing.  |          |                             |                                   |
| 16  | Tender Publication Date                      | 05/09/2019  |          |                             |                                   |
| 17  | Tender Last Selling Date                     | 26/09/2019 (Office Hour)  |          |                             |                                   |
|   |  | Date  | Time     |                             |                                   |
| 18  | Tender Closing Date and Time                 | 29/09/2019.   | 1:00 PM  |                             |                                   |
| 19  | Tender Opening Date and Time                 | 29/09/2019.   | 2:00 PM  |                             |                                   |
| 20  | Name & Address of the office(s)              | Address   |          |                             |                                   |
|   | - Selling Tender Document (Principal)        | Office of The Project Director<br>The Disaster Risk Management Enhancement Project (DRMEP), Department of Disaster Management (DDM), Disaster Management Bhaban(4th Floor), 92-93 Mohakhali C/A, Dhaka-1212   |          |                             |                                   |
|   | - Selling Tender Document (Others)           | N/A   |          |                             |                                   |
|   | - Receiving Tender Document                  | Office of The Project Director<br>The Disaster Risk Management Enhancement Project (DRMEP) Department of Disaster Management (DDM), Disaster Management Bhaban(4th Floor), 92-93 Mohakhali C/A, Dhaka-1212  |          |                             |                                   |
|   | - Opening Tender Document                    | Office of The Project Director<br>The Disaster Risk Management Enhancement Project (DRMEP) Department of Disaster Management (DDM), Disaster Management Bhaban (4th Floor), 92-93 Mohakhali C/A, Dhaka-1212   |          |                             |                                   |
| <b>NO CONDITIONS APPLY FOR SALE, PURCHASE OR DISTRIBUTION OF TENDER DOCUMENTS</b> |  |   |          |                             |                                   |
| <b>INFORMATION FOR TENDERER</b>   |  |   |          |                             |                                   |
| 22  | Eligibility of Tenderer                      | <ul style="list-style-type: none"> <li>Tenderers shall have the legal capacity to enter into the Contract under the Applicable Law.</li> <li>Tenderers shall be enrolled in the relevant professional or trade organisations registered in Bangladesh.</li> <li>Tenderers may be a physical or juridical individual or body of individuals, or company invited to take part in public procurement or seeking to be so invited or submitting a Tender in response to an Invitation for Tenders.</li> <li>Tenderers shall have fulfilled its obligations to pay taxes under the provisions of laws and regulations of Bangladesh</li> <li>Tenderers and all parties constituting the Tenderer shall not have a conflict of interest.</li> <li>Tenderer in its own name or its other names or also in the case of its Persons in different names, shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices as stated under ITT Clause 4.2.</li> <li>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 05 (Five) years. Years counting backward from the date of publication of IFT in the newspaper.</li> <li>The minimum specific experience as a Prime Contractor in providing Non Consulting Service specially Hiring of Manpower (Outsourcing) at least Single contract of Similar nature, complexity &amp; methods /technology completed over a period of 03 years with a value of at least Tk. 14,00,000/- shall be required. (years counting backward from the date of publication of IFT in the newspaper)</li> <li>The required average annual turnover of the tenderer shall be at least of the amount of Tk. 13,50,000/-The period of averaging the best 3 years of the last 5 years (years counting backward from the date of publication of IFT in the newspaper)</li> <li>The minimum amount of liquid assets or working capital or credit facilities of the Tenderer shall be Tk. 5,00,000/-</li> <li>Should have Trade License, up-to-dated VAT registration, latest income tax clearance certificate, bank solvency certificate from any schedule bank of Bangladesh etc.</li> </ul> |          |                             |                                   |
| 23  | Brief Description of Services                | Procuring of Non Consulting Service Hiring of Manpower (Outsourcing) (Computer Operator-1, Accountant-1, office Assistant-2, Office Assistance-1) for The Disaster Risk Management Enhancement Project (DRMEP) Project.   |          |                             |                                   |
| 24  | Price of Tender Document (Tk)                | Tk. 1000.00 (One Thousand) Only.  |          |                             |                                   |
|   | Package No.                                  | Identification of Package   | Location | Tender Security Amount (Tk) | Completion Time in Weeks / Months |
|   | S-02   | Hiring of Manpower [(Outsourcing)   | Dhaka    | Tk.64,000.00                | 21 Month                          |
| <b>Procuring Entity Details</b>   |  |   |          |                             |                                   |
| 25.   | Name of official Inviting Tender             | Subrata Paul Chowdhury  |          |                             |                                   |
| 26.   | Designation of official Inviting Tender      | Project Director, The Disaster Risk Management Enhancement Project (DRMEP) Project  |          |                             |                                   |
| 27.   | Address of official Inviting Tender          | Department of Disaster management, Disaster management Bhaban, 4 <sup>th</sup> Floor, 92-93 Mohakhali C/A, Dhaka-1212   |          |                             |                                   |
| 28.   | Contract Details of official Inviting Tender | Phone: 02-9883989, Email: pd.drmeep@ddm.gov.bd  |          |                             |                                   |
| 29.   | Place of Receiving the Tender                | Project Director, The Disaster Risk Management Enhancement Project (DRMEP), Department of Disaster management, Disaster management Bhaban, 4 <sup>th</sup> Floor, 92-93 Mohakhali C/A, Dhaka-1212   |          |                             |                                   |
| 30.   | Special Instructions                         | Procuring Entity reserves the right to reject all Tender.   |          |                             |                                   |

Date: 03/09/2019

  
 (Subrata Paul Chowdhury)  
 Joint Secretary  
 Project Director  
 The Disaster Risk Management Enhancement Project  
 (DRMEP)