



Bangladesh Election Commission
Election Commission Secretariat
Capacity Building of ECS in Use of ICT in Electoral Process Project
6th floor, Nirbachan Bhaban, Agargaon, Dhaka-1207.

Memo No.: ECS/CBTEP-Pro/NCS-2.1/2024-216

Date: 18/11/2024

Invitation for Tenders

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH				
1	Ministry/Division	Bangladesh Election Commission		
2	Agency	Election Commission Secretariat		
3	Procuring Entity Name	Capacity Building of ECS in Use of ICT in Electoral Process Project		
4	Procuring Entity Code	Not used at present		
5	Procuring Entity District	Dhaka		
6	Invitation for	Procuring Manpower Services (55 personnel) for the operation of CBTEP project		
7	Invitation Ref No	ECS/CBTEP/Pro/NCS-2.1/2024-215		
8	Date	19 November 2024		
KEY INFORMATION				
9	Procurement Method	Open Tendering Method (National)		
FUNDING INFORMATION				
10	Budget and Source of Funds	Government of Bangladesh (GoB) (Development Budget)		
11	Development Partners (if applicable)	Not Applicable		
PARTICULAR INFORMATION				
12	Project / Program Code (if applicable)	224383500		
13	Project Name (if applicable)	Capacity Building of ECS in Use of ICT in Electoral Process		
14	Tender Package No	NCS-2.1		
15	Tender Package Name	Procuring Manpower Services (55 personnel) for the operation of CBTEP project		
		Date	Time	
16	Tender Publication Date	19 November 2024		
17	Tender Last Selling Date (must be the date prior to the day of Tender Closing Date)	04 December 2024	5.00 p m	
18	Pre-Tender meeting held on 26 November 2024 at	02:00pm, Nirbachan Bhaban (Floor-6, Room-506), Agargaon, Dhaka		
19		Date	Time	
20	Tender Closing Date and Time	05 December 2024		2.00 p m
21	Tender Opening Date and Time	05 December 2024		2.30 p m
22	Name & Address of the office(s)	Address		
	- Selling Tender Document (Principal)	Capacity Building of ECS in Use of ICT in Electoral Process Project, Nirbachan Bhaban (Floor-6), Room-506 Agargaon, Dhaka		
NO CONDITIONS APPLY FOR SALE, PURCHASE OR DISTRIBUTION OF TENDER DOCUMENTS				
	- Receiving Tender Document	Capacity Building of ECS in Use of ICT in Electoral Process Project, Nirbachan Bhaban (Floor-6), Room-506 Agargaon, Dhaka		
	- Opening Tender Document	Capacity Building of ECS in Use of ICT in Electoral Process Project, Nirbachan Bhaban (Floor-5), Agargaon, Dhaka		
INFORMATION FOR TENDERER				
23	Eligibility of Tenderer	<p>(1) The HR Firm should have A proven track record of at least three (3) years' experience to work with deferent government or semi-government or multinational or financial or local government or statutory institute /organizations in conducting large scale recruitment and selection of outsourcing staff in projects of similar nature. [Year will be counted backward from the date of IFT publication]</p> <p>(2) The HR Firm should have Approved track record of at least five (5) years The minimum specific experience as a Prime Contractor in providing non-consulting Service of at least one/two contract of similar nature, complexity and methods/technology completed of cumulative total value of at least of BDT Two Point Zero Zero (2.00) Crore shall be required. (Contract for providing Service will be treated as similar nature).</p> <p>(3) The HR Firm should have a. Updated Trade license; b. Updated Manpower Outsourcing License; c. VAT registration certificate; d. Updated Income Tax Certificate; e. other documents and conditions as stated in STD.</p>		
24	Brief Description of Services	Procuring Manpower Services(55 personnel) for Office management of CBTEP Project		
25	Price of Tender Document (Tk)	BDT 1000 (One Thousand taka only)		
	Package No	Identification of Package	Location	Tender Security Amount (Tk)
26	NCS-1.1	Procuring Manpower Services(55 personnel) for Office management	As Per TDS	6,39,000.00 (Taka Six Lac Thirty Nine Thousand Only)
				Completion Time in Months
				As Per TDS
PROCURING ENTITY DETAILS				
27	Name of Official Inviting Tender	MOHAMMAD MUSTAFA HASSAN		
28	Designation of Official Inviting Tender	Project Director		
29	Address of Official Inviting Tender	Capacity Building of ECS in Use of ICT in Electoral Process Project, Nirbachan Bhaban (Floor-6), Room-506, Agargaon, Dhaka		
30	Contact details of Official Inviting Tender	Telephone: 00-88-02-55007532 Electronic mail address: pd.cbtep.ecs@gmail.com		
31	The Procuring Entity reserves the right to reject all the Tenders or annul the Tender proceedings.			

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18.11.2024
 MOHAMMAD MUSTAFA HASSAN
 Project Director
 CBTEP Project