



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

Memo No.: ECS/CBTEP-Pro/NCS-1.1/2024-214

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 (20 personnel) for the operation of CBTEP project			
7	Invitation Ref No	ECS/CBTEP/Pro/NCS-1.1/2024-213			
8	Date	19 November 2024			
<b>KEY INFORMATION</b>					
9	Procurement Method	Open Tendering Method (National)			
<b>FUNDING INFORMATION</b>					
10	Budget and Source of Funds	Government of Bangladesh (GoB) (Development Budget)			
11	Development Partners (if applicable)	Not Applicable			
<b>PARTICULAR INFORMATION</b>					
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-1.1			
15	Tender Package Name	Procuring Manpower Services (20 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	11:00pm, Nirbachan Bhaban (Floor-6, Room-506), Agargaon, Dhaka			
19		Date	Time		
20	Tender Closing Date and Time	05 December 2024		12:00 p.m	
21	Tender Opening Date and Time	05 December 2024		12:30 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			
<b>NO CONDITIONS APPLY FOR SALE, PURCHASE OR DISTRIBUTION OF TENDER DOCUMENTS</b>					
	- 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-6), Room-506 Agargaon, Dhaka			
<b>INFORMATION FOR TENDERER</b>					
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(20 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)	Completion Time in Months
26	NCS-1.1	Procuring Manpower Services(20 personnel) for Office management	As Per TDS	2,50,000 00 (Taka Two Lac Fifty Thousand Only)	As Per TDS
<b>PROCURING ENTITY DETAILS</b>					
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