

Government of the Peoples Republic of Bangladesh  
Secondary Education Development Program (SEDP)  
Secondary and Higher Education Division  
Ministry of Education  
Shikkha Bhaban (2nd Block), 16, Abdul Gani Road, Dhaka-1000

Memo: SEDP/PCU/Procure/Manpower-outsourcing/05/2018/45

Date: 05/11/2019

Invitation for Tender

Sealed Tenders are invited from the eligible Tenderer for Supply of Outsourcing Support Service for Program Coordination Unit of Secondary Education Development Program (SEDP) The particulars of Tender are given in the table below:

1	Ministry/Division	Ministry of Education/ Secondary and Higher Education Division
2	Agency	Secondary Education Development Program (SEDP)
3	Procuring Entity Name	Program Coordinator, Secondary Education Development Program (SEDP)
4	Procuring Entity District	Dhaka
5	Invitation for	Supply of Outsourcing Support Service For Program Coordination Unit of Secondary Education Development Program (SEDP).
6	Invitation Ref. No	SEDP/PCU/Procure/Manpower-outsourcing/05/2018/45
7	Date	05 November 2019
8	Procurement Method	Open Tendering Method (National)
9	Budget and Source of Funds	GoB
10	Development Partners (if applicable)	International Development Association (IDA) & ADB
11	Project/Programme Code (if applicable)	P-160943
12	Project/Programme Name (if applicable)	Secondary Education Development Program (SEDP)
13	Tender Package No.	G -I.1
14	Tender Package Name	Supply of Outsourcing Support Service For Program Coordination Unit of Secondary Education Development Program (SEDP).
15	Tender Publication Date	07 November, 2019
16	Tender Last Selling Date	20 November, 2019 During Office Hours
17	Tender Closing Date and Time	21 November, 2019 at 12:30 PM
18	Tender Opening Date and Time	21 November, 2019 at 1:00 PM
19	Name & Address of the office Selling of Tender Document	Room No: 14, Program Coordination Unit, Secondary Education Development Program (SEDP), Directorate of Secondary & Higher Education, Sikkha Bhaban, 2 <sup>nd</sup> Block, 2 <sup>nd</sup> Floor, 16 Abdul Gani Road, Dhaka.
20	Name & Address of the office Receiving & Opening of Tender Document	Address: Room No: 1723, Floor: 17 <sup>th</sup> , Building: 06 Ministry of Education, Bangladesh Secretariat, Dhaka.
21	Eligibility of Tenderer	(a) The Tenderer shall have a minimum of 5 (five) years of overall experience in the supply of goods and related services. (b) The Tenderer shall have minimum specific experience as Supplier in supply of similar Goods of at least 1(one) contract successfully completed within the last 3(three) years, each with a value of at least Tk. 1,00,00,000.00 (One Crore) only; year counting backward from the date of publication of IFT in the newspaper
22	Brief Description of Goods	Selection of Outsourcing Firm for non-consulting support services (Computer Operator (15 Nos.) for Computing Services; Driver (12 Nos.) for Transport Service; Messenger (1 Nos.) for messenger services; Photocopy Operator (04 Nos.) for Machine operating services; Store Keeper (1 Nos.) for Store keeping Services, MLSS (15 Nos.) for Office Assistance Services; Guard (04 Nos.) for Security Services and Cleaner (02 Nos.) for Cleaning Services).
23	Price of Tender Document (Tk)	BDT 1000.00 (One thousand) Only (Non refundable).
24	Tender Security (Tk)	Tk.4,00,000.00 (Four Lac) only in the form of Pay Order or Bank draft or irrevocable Bank Guarantee from any schedule Bank of Bangladesh in favour of Program Coordinator, Secondary Education Development Program (SEDP), Dhaka.
25	Name of Official Inviting Tender	Jabed Ahmed.
26	Designation of Official Inviting Tender	Additional Secretary & Program Coordinator
27	Address of Official Inviting Tender	Secondary Education Development Program (SEDP) Directorate of Secondary & Higher Education Sikkha Bhaban, 2 <sup>nd</sup> Block, 2 <sup>nd</sup> Floor, 16 Abdul Gani Road, Dhaka.
28	Contact details of Official Inviting Tender	Tel: 9555137 Fax: 9555134 jbdahmed63@gmail.com
29	The procuring entity reserves the right to accept or reject all tenders at any time prior to contract award without assigning any reason whatsoever. If the Tender Closing and/or Opening days are declared holidays by the Government Tender closing and Opening Date will be shifted to the next working day respectively. The time and venue shall remain unchanged.	

(Jabed Ahmed)  
Additional Secretary &  
Program Coordinator, SEDP  
Ministry of Education, Dhaka.  
Phone: 9555137