

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
Ministry of Finance, Finance Division
Skills for Employment Investment Program (SEIP)

Invitation for Outsourcing of Computer Operator cum Office Assistant

1	Ministry/Division	Ministry of Finance		
2	Agency	Finance Division		
3	Procuring Entity Name	Skills for Employment Investment Program		
4	Procuring Entity Code	N/A		
5	Procuring Entity District	Dhaka		
6	Invitation for	Outsourcing of Computer Operator cum Office Assistant for NSDC-Secretariat		
7	Invitation Ref No	FD/SEIP/NISD-2/184/2015-16/75		
8	Date	13.01.2016		
KEY INFORMATION				
9	Procurement Method	Open Tendering (National)		
FUNDING INFORMATION				
10	Budget and Source of Funds	Government of Bangladesh and ADB		
11	Development Partners (if applicable)	Asian Development Bank		
PARTICULAR INFORMATION				
12	Project / Program Code (if applicable)	5-0901-5014		
13	Project / Program Name (if applicable)	Skills for Employment Investment Program Project		
14	Tender Package No.	NISD-2		
15	Tender Package Name	Outsourcing of Computer Operator cum Office Assistant for NSDC-Secretariat.		
		Date		
16	Tender Publication Date	14.01.2016		
17	Tender Last Selling Date	14.02.2016		
		Date	Time	
18	Tender Closing Date and Time	15.02.2016	2.00 p.m.	
19	Tender Opening Date and Time	15.02.2016	2.30 p.m.	
20	Name & Address of the office(s)	Address		
	- Selling Tender Document (Principal)	Executive Project Officer, Skills for Employment Investment Program UCEP Cheyne Tower (2 nd Floor), 25 Shegun Bagicha, Dhaka-1000		
	- Selling Tender Document (Others)	Executive Project Officer, Skills for Employment Investment Program UCEP Cheyne Tower (2 nd Floor), 25 Shegun Bagicha, Dhaka-1000		
NO CONDITIONS APPLY FOR SALE, PURCHASE OR DISTRIBUTION OF TENDER DOCUMENTS				
	- Receiving Tender Document	Room # 127, Building # 7, Finance Division, Ministry of Finance, Bangladesh Secretariat, Dhaka		
	- Opening Tender Document	Room # 127, Building # 7, Finance Division, Ministry of Finance, Bangladesh Secretariat, Dhaka by Tender Opening Committee		
21	Place / Date / Time of Pre-Tender Meeting (Optional)	Date	Time	
		25.01.2016	11.30 a.m.	
INFORMATION FOR TENDERER				
22	Eligibility of Tenderer	<ul style="list-style-type: none"> The Tenderer should be from ADB-member countries as listed in Section 9 of the tender document. 		

		<ul style="list-style-type: none"> • The Tenderer shall have Updated Trade license/certificate of incorporation, VAT registration and Income Tax Certificate. • The Tenderer shall not be insolvent, bankrupt or in receivership and shall not be debarred for entering into contract. • The Tenderer shall not be debarred for Fraudulent, collusive, coercive and corrupt practices and for supply of defective goods. • Other eligibility criteria as stated in the Tender document. 			
23	Brief Description of Service		Manpower Services		
24	Brief Description of Related Services		None		
25	Price of Tender Document (Taka)		500.00		
	No of Package /Lot	Identification of Package/Lot	Location	Tender Security Amount (Tk)	Completion Time in Weeks / Months
26	NISD-2 (Single Lot)	Outsourcing of Computer Operator cum Office Assistant for NSDC-Secretariat	NSDC Secretariat, Dhaka	Tk.35,000.00	24 months
PROCURING ENTITY DETAILS					
27	Name of Official Inviting Tender		Jalal Ahmed		
28	Designation of Official Inviting Tender		Additional Secretary and National Project Director		
29	Address of Official Inviting Tender		SEIP Project, Finance Division, Ministry of Finance		
30	Contact details of Official Inviting Tender		Telephone No: +88-02-8392463-5	Fax No: +88-02-8392462	
31	<i>The procuring entity reserves the right to reject all tenders or annul the Tender proceedings</i>				

(Jalal Ahmed)
National Project Director
Skills for Employment Investment Program (SEIP)