



**BAKHRABAD GAS DISTRIBUTION COMPANY LIMITED (BGDCL)**  
(A Company of Petrobangla)  
Head Office, Chapapur, Cumilla.



**INVITATION FOR TENDER**

1	Ministry/Division	Ministry of Power, Energy and Mineral Resources/ Energy and Mineral Resources Division.
2	Agency	Bangladesh Oil, Gas & Mineral Corporation (Petrobangla)
3	Procuring Entity Name	Bakharabad Gas Distribution Company Limited, Head Office, Chapapur, Cumilla.
4	Procuring Entity District	Cumilla
5	Invitation for	Supply of Non-Consulting Services; Outsourcing Category-1: Technician, Data Entry service and Outsourcing Category-5: Office Attendant, Mechanical Helper, Store Helper, Cook Helper & Cleaner for Bakhrabad Gas Distribution Company Ltd. (BGDCL)'s different offices (Dhaka, Cumilla, Brahmanbaria, Chandpur, Noakhali, Feni, Lakshmipur and other areas of BGDCL's franchise area.
6	Invitation Ref No and Date	Ref: 28.11.0000.000.78.004.23 Dated : 09-02-2023
<b>KEY INFORMATION</b>		
7	Procurement Method	Open Tendering Method (Single Stage Two envelope)
<b>FUNDING INFORMATION</b>		
8	Budget and Source of Funds	Company's own Fund.
<b>PARTICULAR INFORMATION</b>		
9	Tender Name	Supply of Non-Consulting Services; Outsourcing Category-1: Technician, Data Entry Service and Outsourcing Category-5: Office Attendant, Mechanical Helper, Store Helper, Cook Helper & Cleaner for Bakhrabad Gas Distribution Company Ltd. (BGDCL)'s different offices (Dhaka, Cumilla, Brahmanbaria, Chandpur, Noakhali, Feni, Lakshmipur and other areas of BGDCL's franchise area.
10	Tender Selling Date	From 14-02-2023 to 13-03-2023 (During Office Hour)
11	Tender Receiving Date and Time	Date: 14-03-2023, Time: 9.00 AM to 12.00 PM
12	Tender Closing Date and Time	Date: 14-03-2023 at 12.00 PM
13	Tender Opening Date and Time	Date: 14-03-2023 at 12.15 PM
14	Name & Address of the office Selling Tender Document	a) Accounts Department, Bakhrabad Gas Distribution Company Limited, Head Office, Chapapur, Cumilla. b) Dhaka Liasion Office (Level-11), Bakhrabad Gas Distribution Company Limited, Petrocentre, 3, Kawran Bazar, Dhaka-1215.
15	Name & Address of the office Receiving Tender Document	Dhaka Liasion Office (Level-11), Bakhrabad Gas Distribution Company Limited, Petrocentre, 3, Kawran Bazar, Dhaka-1215.

16	Name & Address of the office Opening Tender Document	Dhaka Liasion Office (Level-11), Bakhrabad Gas Distribution Company Limited, Petrocentre, 3, Kawran Bazar, Dhaka-1215.		
17	<u>Eligibility of Tenderer</u>	<p>a) Tenderers must have the legal capacity to enter into the contract under the applicable law.</p> <p>b) The Outsourcing Manpower Service contractor having <b>registration or licence from Inspector General of department of Inspection for factories and establishment</b> having at least <b>70 nos.</b> manpower supply experience for three consecutive years. All the experiences must be <b>within the last 12 years</b> of publishing this IFT.</p> <p>c) The minimum <b>03 (three)</b> consecutive years fully satisfactory <b>general experience</b> of the Tenderer of outsourcing manpower supply in public/ private/ autonomous/multinational sector as a Prime Contractor. All the experiences must be <b>within the last 12 years</b> of publishing this IFT.</p> <p>d) The minimum <b>specific experience as a Prime Contractor</b> in providing non-Consultancy Services [Under outsourcing manpower Category-1 &amp; 5] at least one contract of similar nature, complexity and methods completed fully satisfactory over a period of <b>03 (three)</b> consecutive <b>years</b> with a value of at least Tk <b>2(two) crore</b> salary and other pays for minimum <b>70 Nos.</b> employees employed shall be required. Experiences must be within last 12 years of publishing this IFT.</p> <p>e) Tenderer must submit copy of signed contract/LOA/NOA/Work order with provided general &amp; specific experiences.</p> <p>f) The required <b>average annual turnover</b> of the Tenderer shall be at least of the amount of Tk. <b>1 (one) Crore</b> in period of averaging the best <b>two (2)</b> years of the last <b>three (3)</b> years.</p> <p>g) The minimum amount of <b>liquid assets</b> i.e. working capital or credit line(s) of the Tenderer shall be <b>Tk 70.00 (Seventy) Lac.</b></p> <p>h) Tenderer must have a good reputation both in providing service and other works.</p> <p>i) Tenderer or any other person concerned with the tenderer must not be debarred from participating any tender process or blacklisted by any procuring entity.</p> <p>j) Tenderer must not be blacklisted by Central Procurement Technical Unit (CPTU).</p>		
<b>INFORMATION FOR TENDERER</b>				
18	Brief Description of Services	Supply of Non-Consulting Services; Outsourcing Category-1: Technician, Data Entry Service and Outsourcing Category-5: Office Attendant, Mechanical Helper, Store Helper, Cook Helper & Cleaner for Bakhrabad Gas Distribution Company Ltd. (BGDCL)'s different offices (Dhaka, Cumilla, Brahmanbaria, Chandpur, Noakhali, Feni, Lakshmpur and other areas of BGDCL's franchise area.		
19	Price of Tender Document (Tk)	10,000/- (Ten Thousand) Taka		
20	Tender no , Location, Tender Security Amount and Completion Time :			
	Tender no	Location of services	Tender Security Amount (Tk)	Completion Time in Months
	28.11.0000.000.78.004.23 Dated : 09-02-2023	Dhaka, Cumilla, Brahmanbaria, Chandpur, Noakhali, Feni, Lakshmpur and other areas of BGDCL's franchise area	Tk. 12,00,000/- (twelve lac)	24 (Twenty Four) months from the effective date.
<b>PROCURING ENTITY DETAILS</b>				
21	Name of Official Inviting Tender	Bimal Chandra Debnath		
22	Designation of Official Inviting Tender	Deputy General Manager (Establishment)		
23	Address of Official Inviting Tender	Bakhrabad Gas Distribution Company Limited, Head Office, Chapapur, Cumilla.		
24	Contact details of Official Inviting Tender	Mob. : 01770-791403 E-mail : bgdclgmestd@gmail.com		
25	The Procuring Entity reserves the right to reject all Tender or annul the Tender proceedings			

  
 Deputy General Manager (Establishment)  
 Bakhrabad Gas Distribution Company Limited  
 Head Office, Chapapur, Cumilla.