



SUNDARBAN GAS COMPANY LIMITED (SGCL)

(A Company of Petrobangla)

218, M.A. Bari Sarak, Sonadanga, Khulna.



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	Sundarban Gas Company Limited, Sonadanga, Khulna.
4	Procuring Entity District	Khulna
5	Invitation for	Supply of non-consulting services (Outsourcing Manpower) under Category-1 : Imam, Electrician, Caretaker Category-2 : Plumber, Office Assistant (Dispatch), Driver(Light), Category-4 : Junior Technician (Pipeline Infrastructure & Gas Connection Related), Cook, and Gardener, Category 5: Helper, Patrolman, Attendant, Cleaner and Security Guard for Sundarban Gas Company Ltd(SGCL)'s different offices (Dhaka, Khulna, Jessore, Bhola, Kustia and other areas of SGCL's franchise area)
6	Invitation Ref No and Date	28.21.0000.120.11.004.18.390, Dated : 12/08/2020
7	Procurement Method	Open Tendering Method (OTM). Single Stage Two envelope.
8	Budget and Source of Funds	Company's own Fund.
9	Tender Name	Supply of non-consulting services (Outsourcing Manpower) under Category-1 : Imam, Electrician, Caretaker Category-2 : Plumber, Office Assistant (Dispatch), Driver(Light), Category-4 : Junior Technician (Pipeline Infrastructure & Gas Connection Related), Cook, and Gardener, Category 5: Helper, Patrolman, Attendant, Cleaner and Security Guard for Sundarban Gas Company Ltd(SGCL)'s different offices (Dhaka, Khulna, Jessore, Bhola, Kustia and other areas of SGCL's franchise area)
10	Tender Selling Date	From 16/08/2020 to 13/09/2020 (During Office Hour)
11	Tender Closing Date and Time	14/09/2020 at 12.00 PM
12	Tender Opening Date and Time	14/09/2020 at 12:30 PM
13	Name & Address of the office Selling Tender Document	a) Account Department, Sundarban Gas Company Limited, Head Office, 218, M.A. Bari Sarak, Sonadanga, Khulna. b) Dhaka Liaison Office (Level-13), Sundarban Gas Company Limited, Petrocentre, 3, Kawran Bazar, Dhaka-1215.
14	Name & Address of the office Receiving Tender Document	Human Resource Department, Sundarban Gas Company Limited, Abir Tower (4 th Floor), 218, M.A. Bari Sarak, Sonadanga, Khulna.
15	Name & Address of the office Opening Tender Document	Conference Room, Sundarban Gas Company Limited, Abir Tower (2 nd Floor), 218, M.A. Bari Sarak, Sonadanga, Khulna.
16	<u>Eligibility of Tenderer:</u>	<p>a) The Outsourcing Manpower Service contractor having registration or licence from Inspector General of department of Inspection for factories and establishment having at least 125 nos. outsourcing employee supply experience within five years.</p> <p>b) The minimum 05 (five) years fully satisfactory general experience of the Tenderer of outsourcing manpower supply in public sector as a Prime Contractor. Years counting backward from the date of publication of IFT in the newspaper.</p> <p>c) The minimum specific experience as a Prime Contractor in providing non-Consultancy Services (outsourcing manpower service) at least one contract of similar nature, complexity and methods completed fully satisfactory over a period of Five (5) years with a value of at least Tk 400 (Four Hundred) Lac salary and other pays for minimum 100Nos. employee employed shall be required. Years counting backward from the date of publication of IFT in the newspaper.</p> <p>d) The required average annual turnover of the Tenderer shall be at least of the amount of Tk. 125 (One hundred and twenty five) Lac in period of averaging the best three (3) years of the last five (5) years. Years counting backward from the date of publication of IFT in the newspaper.</p> <p>e) The minimum amount of liquid assets i.e. working capital or credit line(s) of the Tenderer shall be Tk 60.00 (Sixty) Lac.</p>

17	Brief Description of Services	Supply of non-consulting services (Outsourcing Manpower) under Category-1 : Imam, Electrician, Caretaker Category-2 : Plumber, Office Assistant (Dispatch), Driver(Light), Category-4 : Junior Technician (Pipeline Infrastructure & Gas Connection Related), Cook, and Gardener, Category 5: Helper, Patrolman, Attendant, Cleaner and Security Guard for Sundarban Gas Company Ltd(SGCL)'s different offices (Dhaka, Khulna, Jessore, Bhola, Kustia and other areas of SGCL's franchise area)		
18	Price of Tender Document (Tk)	5,000/-(Five Thousand Taka)		
19	Tender no , Location, Tender Security Amount and Completion Time :			
	Tender no	Location of services	Tender Security Amount (Tk)	Completion Time in Months
	28.21.0000.120.11.004.18.390 Dated : 12/08/2020	Khulna, Jaeesore, Bhola, Kustia, Dhaka Liasion Office and other areas of SGCL's franchise area	Tk. 18,00,000/- (Eighteen Lac)	24 (Twenty Four) months from the effective date.
20	Name of Official Inviting Tender	Md. Zillur Rahman		
21	Designation of Official Inviting Tender	Deputy General Manager (HR)		
22	Address of Official Inviting Tender	Sundarban Gas Company Limited, 218, M.A. Bari Sarak, Sonadanga, Khulna..		
23	Contact details of Official Inviting Tender	Mob. : 01704-171109, Tel. No.: 041-721298 E-mail : sgclhrd@gmail.com		
24	The Procuring Entity reserves the right to reject all Tender or annul the Tender proceedings			

Deputy General Manager (HR)
Sundarban Gas Company Limited
Sonadanga, Khulna.