



বাংলাদেশ পেট্রোলিয়াম এক্সপ্লোরেশন এন্ড প্রোডাকশন কোম্পানী লিমিটেড (বাপেক্স)

BANGLADESH PETROLEUM EXPLORATION & PRODUCTION CO. LTD (BAPEX)

Administration Division, Local Purchase Department

BAPEX Bhaban (Level-4), 4, Kawran Bazar C/A, Dhaka-1215,



Invitation for Tender

1	Ministry/Division	:	Ministry of Power, Energy & Mineral Resources/ Energy & Mineral Resources Division
2	Agency	:	Bangladesh Oil, Gas and Mineral Corporation (Petrobangla)
3	Company	:	Bangladesh Petroleum Exploration & Production Company Ltd. (BAPEX)
4	Procuring Entity Name	:	General Manager, Administration Division, BAPEX
5	Procuring Entity District	:	Dhaka
6	Invitation for	:	Engagement of Out-sourcing Manpower from Local service Provider for BAPEX Head Office and Chattogram Regional Office.
7	Invitation Ref No	:	BAPEX/LOCAL PURCHASE/OSTETM-19/2021-2022
8	Date	:	23 -02-2022

KEY INFORMATION

9	Procurement Method	:	One Stage Two Envelopes Tendering Method (OSTETM)
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FUNDING INFORMATION

10	Budget and Source of Funds	:	BAPEX Own Fund
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PARTICULAR INFORMATION

11	Tender Lot No.	:	1
12	Tender Package Name	:	Out-sourcing Manpower for BAPEX Head Office & Chattogram Regional Office: Store Assistant-08 Nos, C & F Inspector-01 No, Shipping Assistant-02 Nos, Crane Operator-02 Nos, Imam-01 No, Computer Operator-13 Nos, Tape Cleaner-02 Nos, Draftsman-01 Nos, System Networking Technician-01 No, Mechanic-02 Nos, Helper (Cementing/DST/Electric/ Fitter/Mechanic/Testing)-34 Nos, Technical/Operator (PA System/Telephone Operator /Intercom)-02 Nos, Foreman (AC/Electric)-01 No, Gardener/Mali-03 Nos, HVO/Senior Driver-05 Nos, Driver-19 Nos, Foreman/Foreman (Mechanic)-01 No, Surveyor -02 Nos, Office Support Staff-31 Nos, Chainman-03 Nos, Dresser-01 No, Dispatch Clark-01 No, Photocopy Operator-01 No, Cleaner/Sweeper/Ayah-05 Nos (Total 142 Nos). (Out-sourcing Manpower may be engaged phase by phase as per demand of Administration Division of BAPEX)
13	Tender Publication Date	:	27-02-2022
14	Tender Last Selling Date	:	29-03-2022 at 15.00 Hrs. (BST)
15	Tender Closing Date and Time	:	30-03-2022 at 11.30 Hrs. (BST)
16	Tender Opening Date and Time	:	30-03-2022 at 12.30 Hrs. (BST)
17	Selling Tender Document (Principal)	:	Bangladesh Petroleum Exploration & Production Co. Ltd. (BAPEX), Accounts & Finance Division, BAPEX Bhaban (Level-3), 4 Kawran Bazar C/A, Dhaka-1215.
	Selling Tender Document (Others)	:	a) Petrobangla, Accounts Division, Petrocenter, 3 Kawran Bazar C/A, Dhaka. b) Titas Gas Transmission and Distribution Company Ltd (TGTDCL) Accounts Division, 105 Kazi Nazrul Islam Avenue, Kawran Bazar C/A, Dhaka-1215. c) General Manager (Accounts), RPGCL, RPGCL Bhaban (3 rd Floor), New Air Port Road, Plot-27, Nikunjo-2, Khilkhet, Dhaka.
	Receiving Tender Document	:	a) Local Purchase Department, Bangladesh Petroleum Exploration & Production Co. Ltd, BAPEX Bhaban (Level-4), 4, Kawran Bazar C/A, Dhaka-1215. b) Deputy Police Commissioner, Tejgaon Division, Dhaka Metropolitan Police, 22/5, Khilzi Road, Mohammadpur, Dhaka. c) General Manager (Admin), RPGCL, RPGCL Bhaban (4 th Floor), New Air Port Road, Plot-27, Nikunjo-2, Khilkhet, Dhaka.
	Opening Tender Document	:	Local Purchase Department, Bangladesh Petroleum Exploration & Production Co. Ltd, BAPEX Bhaban (Level-4), 4, Kawran Bazar C/A, Dhaka-1215.

INFORMATION FOR SERVICE PROVIDER

18	Eligibility of Service Provider	:	<ul style="list-style-type: none"> The minimum number of years of general experience of the Service Provider in contracting industries in public sector as Prime Contractor/Sub Contractor/ Management Contractor shall be five (5) years.
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		<ul style="list-style-type: none"> The minimum specific experience as a Prime Contractor in providing Manpower Supply Service of at least ONE contract of similar nature, complexity and methods/technology completed over a period of last Five (5) years with a value of at least of Tk. 5,90,00,000.00 (Five crore Ninety Lakh) shall be required. Contract/Work order for providing manpower supply service to any Govt./Semi-Govt./Autonomous body/IOC will be treated as similar nature. 142 Curriculum Vitae of proposed manpower (8 CV for Store Assistant, 1 CV for C & F Inspector, 2 CV for Shipping Assistant, 2 CV for Crane operator, 1 CV for Imam, 13 CV for Computer Operator, 2 CV for Tape Cleaner, 1 CV for Draftsman, 1 CV for System Network Technician, 2 CV for Mechanic, 34 CV for Helper (Cementing, DST/Electric/Fitter/Mechanic/Testing), 2 CV for Technician/Operator (PA System/Telephone Operator/Intercom), 1 CV for Foreman (AC/Elect), 3 CV for Gardener/Mali), 5 CV for HVO/Senior Driver, 19 CV for Driver, 1 CV for Foreman/Foreman (Mechanic), 2 CV for Surveyor, 31 CV for Office Support Staff, 3 CV for Chainman, 1 CV for Dresser, 1 CV for Dispatch Clark, 1 CV for Photocopy Operator, 5 CV for Cleaner/Sweeper/Ayah) need to submit (Working experience of BAPLEX will get preference). The required average annual turnover of the Tenderer shall have at least of the amount of Tk. 2,95,00,000.00 (Two Crore Ninety-Five Lakh) over the last three years. The minimum amount of liquid assets i.e. working capital or credit line(s) of the Tenderer shall have Tk. 1,96,00,000.00 (One Crore Ninety-Six Lakh). Service Providers shall have License as a manpower supplier issued from the Department of Inspection for Factories & Establishments under the Ministry of Labour and Employment. Service Providers shall have Trade License on Out-sourcing Manpower Supply. Service Providers shall have the legal capacity to enter into the Contract under the Applicable Law. Service Providers shall be enrolled in the relevant professional or trade organisations registered in Bangladesh. Service Providers shall have fulfilled its obligations to pay taxes under the provisions of laws and regulations of Bangladesh.
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19	Brief Description of Services	:	Engagement of Out-sourcing Manpower from Local service Provider for BAPLEX Head Office and Chattogram Regional Office.
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20	Price of Tender Document	:	Tk.10,000.00 (Ten Thousand) Non-refundable.
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Identification of Lot	Location	Tender Security Amount (Tk)	Completion Time in Weeks / Months
BAPLEX/LOCAL PURCHASE/OSTETM -19 /2021-2022	BAPLEX Head Office & Chattogram Regional Office	TK. 25,50,000.00 (Twenty Five Lakh Fifty Thousand)	36 Months

PROCURING ENTITY DETAILS

21	Name of Official Inviting Tender	:	Mohammad Abul Bashar
22	Designation of Official Inviting Tender	:	General Manager (Admin.)
23	Address of Official Inviting Tender	:	Bangladesh Petroleum Exploration & Production Company Ltd. (BAPLEX), Administration Division, Level-5, BAPLEX Bhaban, 4 Kawran Bazar C/A, Dhaka-1215, Bangladesh
24	Contact details of Official Inviting Tender	:	Tel:02-55011774, Mobile: 01713339888
25	If tender opening day happens to fall on any holiday or any unavoidable Circumstance such as strike, Civil Commotion, Govt. holiday etc. tenders shall be opened at the same hours on the first subsequent working day.		
26	The Procuring Entity reserves the right to reject all the Tenders or annul the Tender proceedings		
27	This Tender Notice will also be available at website of Petrobangla (www.petrobangla.org.bd), BAPLEX (www.BAPLEX.com.bd) and CPTU (www.cptu.gov.bd).		

General Manager (Admin)

Not to be printed


 23.02.2022
 Mohammad Abul Bashar
 General Manager (Admin)