

Government of the People's Republic of Bangladesh
Office of the Chief Engineer
Health Engineering Department (HED)
Ministry of Health and Family Welfare
105-106, Motijheel C/A, Dhaka-1000.

Memo No. HED/Admin/Out sourcing/317(Part-2)/2019/ 2290

Date: 20-10-2019

Request for Expression of Interest (EOI) for Selections of Firm/ Company for Providing Support Staff Services at Health Engineering Department (HED)

The Health Engineering Department (HED) has been allocated Public Fund from the Government of the People's Republic of Bangladesh and intends to apply a portion of the funds to eligible payments under the contract for the provisions of support services by a firm/company on Out Sourcing basis. The Health Engineering Department (HED) now invites eligible applicants to indicate their interest in providing the Service. The details of the Expression of Interest (EOI) are shown in the table below:

1.	Ministry/Division	Health Services Division, Ministry of Health and Family Welfare (MOHFW).
2.	Agency	Health Engineering Department (HED).
3.	Name of Procuring Entity	Chief Engineer, Health Engineering Department, Health Services Division, Ministry of Health and Family Welfare.
4.	Procuring Entity Code	None.
5.	Procuring Entity District	Dhaka.
6.	Expression of Interest for selection of	Firm/Company (Time based).
7.	EOI Ref No.	HED/Admin/Out sourcing/317(Part-2)/2019/2290
8.	Date:	20-10-2019
KEY INFORMATION		
9.	Procurement Sub-Method	Selection under a Fixed Budget.
FUNDING INFORMATION		
10.	Budget and Source of Funds	Government of Bangladesh (GOB) under Revenue Budget
11.	Development Partner	N/A
PARTICULAR INFORMATION		
12.	Project / Programme Code	N/A
13.	Project / Programme Name	N/A
14.	EOI Closing Date & Time	Date: 05-11-2019, Time: upto 14.00 Hrs.
INFORMATION FOR APPLICANT		
15.	Brief Description of the Assignment.	The firm/company will be engaged to provide services for the post of Care Taker, Cleaners/Sweeper and Night Guard of Health Engineering Department (HED) for duration of 01(one) year.
16.	Experience, Resources and Delivery capacity Required.	The firm/company shall have a minimum of 05(five) years of overall experience for Providing Support Staff Services i.e. years counting backward from the date of publication of EOI in the News paper. The Firm/Company will provide following information: (a) Company Brochures /Profile describes their facilities (Area of office space, Total numbers of professional & other staffs, Logistic available i.e. No. of Computers, Internet connection, No. of Vehicle etc). (b) Experiences on similar assignments (No. of assignment and value of assignment). (c) Operational experience in similar situation and conditions (Total No. of services). (d) Availability of appropriate experience and professional qualification among application staff. (e) Availability of resources to carryout the assignment (i.e. Total no. of Manpower of their office). (f) Administrative strength and financial capability [i.e. No. of Administration staff, Managerial Staff (BBA/MBA), Technical Staff (BSc. Engr./IT Expert) etc. and Bank Solvency Certificate]. (g) Average Annual Turnover of last 5 years.
17.	Others Details	N/A
18.	Association with foreign Firms is	N/A
19.	Service Requirements	

Sl. No.	Name of Office	No. of Post & Services required	Indicative start date	Indicative Completion Date
1.	Office of the Chief Engineer, Dhaka.	Care Taker - 01 nos.	01-01-2020	30-06-2020
2.	Office of the Superintending Engineer at Dhaka, Chattogram, Rajshahi, Khulna, Barishal, Sylhet, Rangpur and Mymensingh Circle.	Cleaner/Sweeper-17 nos. Night Guard-25 nos.		
3.	Office of the Executive Engineer at Dhaka City, Dhaka, Gazipur, Narayangonj, Chattogram, Cox's Bazar, Noakhali, Rajshahi, Bogura, Sirajgonj, Khulna, Jashore, Kushtia, Jhenaidah, Barishal, Potuakhali, Pirojpur, Faridpur, Gopalganj, Madaripur, Sylhet, Moulavibazar, Cumilla, Rangpur, Dinajpur, Kurigram, Mymensingh, Tangail, Netrokona and Kisorgonj Division.	----- Total = 43 Nos.		

PROCURING ENTITY DETAILS

20.	Name of Official Inviting EOI	A K M Aminul Islam
21.	Designation of Official Inviting EOI	Director (Joint Secretary) Health Engineering Department, Head Office.
22.	Address of Official Inviting EOI	105-106, Motijheel Commercial Area, Dhaka-1000.
23.	Contact details of Official Inviting EOI	i. Telephone No. : 880-02-9587648 ii. Fax No. : 880-02-9587601 iii. e-mail address : hedhq@yahoo.com
24.	Special Instructions	(i) In Case of submitting EOI by secured postal service must be addressed to Chief Engineer, Head office, HED, 105-106, Motijheel C/A, Dhaka-1000 and it must reach within the time as mentioned in Sl. no. 14. (ii) The Procuring entity reserves the right to accept or reject any or all the EOI(s) without assigning any reasons what so ever.

-Signed-
(A K M Aminul Islam)
Director (Joint Secretary)
HED, Head Office, Dhaka.

Memo No. HED/Admin/Out sourcing/317(Part-2)/2019/ 2290

Date: 20-10-2019

Distribution :

- Action :
1. Director General, Directorate General of Health Services, Mohakhali, Dhaka.
 2. Director General, Directorate General of Family Planning, 6, Kawran Bazar, Dhaka.
 3. Superintending Engineer, HED, Circle -1/2/3/4/5/6/7/8.
 4. Executive Engineer, HED, (all) Division.
 5. Notice Board, Head Office, HED.

Action : Director General, CPTU, IMED, | You are requested to publish this Expression of Interest
External : Sher-e-Bangla Nagar, Dhaka | (EOI) in the website of CPTU.
Information :

1. Additional Secretary (Dev.) & Line Director (Physical Facilities Development)
Health Services Division, Ministry of Health & Family Welfare
2. P.S. to the Hon'able Minister, Ministry of Health & Family Welfare
3. P.S. to the Hon'able State Minister, Ministry of Health & Family Welfare
4. P.S. to the Secretary, Health Services Division, Ministry of Health & Family Welfare.
5. Staff Officer, HED, Head Office, Dhaka.
6. Assistant Director (Admin.), HED, Head Office, Dhaka.
7. Assistant Director (Finance), HED, Head Office, Dhaka.

-Signed-
(A K M Aminul Islam)
Director (Joint Secretary)
HED, Head Office, Dhaka.