



Government of The People's Republic of Bangladesh  
Department of Environment  
E-16, Agargaon, Dhaka-1207  
www.doe.gov.bd

**Invitation for Tender**

1.	Ministry/Division	Ministry of Environment, Forests and Climate Change (MoEFCC)			
2.	Agency	Department of Environment (DoE)			
3.	Procuring Entity Name	Director (Admin), Department of Environment.			
4.	Procuring Entity Code	Not use at present			
5.	Procuring Entity District	Dhaka			
6.	Invitation for	আউটসোর্সিং এর মাধ্যমে ১৩ জন জনবল নিয়োগ			
7.	Invitation Ref No	22.02.0000.008.45.02.22-215			
8.	Date	25/07/2022			
<b>KEY INFORMATION</b>					
9.	Procurement Method	Open Tendering Method (One stage two envelop)			
<b>FUNDING INFORMATION</b>					
10.	Budget and Source of Funds	GoB (Revenue Budget)			
11.	Development Partners (if applicable)	N/A			
<b>PARTICULAR INFORMATION</b>					
12.	Project/Program Code (if applicable)	N/A			
13.	Project Name (if applicable)	N/A			
14.	Tender Package No.				
15.	Tender Package Name	আউটসোর্সিং এর মাধ্যমে ১৩ জন জনবল নিয়োগ			
16.	Tender Publication Date	27/07/2022			
17.	Tender Last Selling Date and Time	10/08/2022; 5.00 PM			
18.	Tender Closing Date and Time	11/08/2022; 12.00 PM			
19.	Tender Opening Date and Time	11/08/2022; 12.30 PM			
20.	Name & Address of the office(s)	Address			
21.	-Selling Tender Document (Principal)	Accounts Section, Department of Environment, E-16, Agargaon, Dhaka.			
22.	-Selling Tender Document (Others)	N/A			
<b>NO CONDITIONS APPLY FOR SALE, PURCHASE OR DISTRIBUTION OF TENDER DOCUMENTS</b>					
23.	-Receiving Tender Document	Room NO-710 (6 <sup>th</sup> Floor), Poribesh Bhaban, New Building E-16, Agargaon, Dhaka-1207.			
24.	-Opening Tender Document	Conference Room, 5 <sup>th</sup> Floor, Poribesh Bhaban, New Building E-16, Agargaon, Dhaka-1207.			
<b>INFORMATION FOR TENDERER</b>					
25.	Eligibility of Tenderer	# Tenderers shall have the legal capacity to enter into the Contract under the Applicable Law. #Tenderers shall be enrolled in the relevant professional or trade organisations registered in Bangladesh. #Tenderers shall have Update Trade licence, Taxpaying certificate, Five years general experience and Three years specific experience in supplying manpower. #The tenderer shall have other qualifications as per the tender document.			
26.	Brief Description of Services	পরিবেশ অধিদপ্তরের জন্য আউটসোর্সিং এর মাধ্যমে ১৩ জন জনবল (জেনারেল মেকানিক-১ জন, ড্রাইভার (লাইট)-১ জন, জেনারেল অপারেটর-১ জন, অডিটরিয়াম ও সেমিনার রুম এটেনডেন্ট-২ জন, পরিচ্ছন্নতাকর্মী-৭ জন ও সহকারী গার্ডেনার-১ জন)			
27.	Price of Tender Document (Tk)	1,000.00 (Non-refundable)			
28.	package No	Identification of Package	Location	Tender Security Amount (Tk)	Completion Time in Weeks/Months
		আউটসোর্সিং এর মাধ্যমে ১৩ জন জনবল নিয়োগ	Dhaka	1,02,044.00	12 Months
<b>PROCURING ENTITY DETAILS</b>					
29.	Name of Official Inviting Tender	Md. Rezaul Karim			
30.	Designation of Official Inviting Tender	Director (Admin)			
31.	Address of Official Inviting Tender	Department of Environment, Head Office, Poribesh Bhaban, E/16, Agargaon, Sher-e-Bangla Nagor, Dhaka-1207.			
32.	Contact details of Official Inviting Tender	Phone: 8181790, Fax: 8181772, E-mail: diradmin@doe.gov.bd			
The Procuring Entity reserves the right to reject all the Tenders or annul the Tender proceedings					

  
(Md. Rezaul Karim)  
Director (Administration)  
Phone: 8181790  
E-mail: diradmin@doe.gov.bd