



### Invitation for Tender

1	Ministry/Division	Posts and Telecommunications Division, Ministry of Posts, Telecommunications & Information Technology.
2	Agency	Bangladesh Telecommunication Regulatory Commission (BTRC).
3	Procuring Entity Name	Bangladesh Telecommunication Regulatory Commission (BTRC).
4	Procuring Entity District	Dhaka
5	Invitation for	Procurement of non-consultancy services for office Cleaning Service
6	Invitation Ref No	14.32.0000.400.07.012.23.992
7	Date	31-07-2023.
<b>Key Information</b>		
8	Procurement Method	Open Tendering Method (one stage two envelope)
<b>Funding Information</b>		
9	Budget and Source of Funds	Revenue Budget, GoB
<b>Particular Information</b>		
10	Tender Publication Date	31-07-2023.
11	Tender Last Selling Date and Time	16-08-2023 ; Time: 04:00 PM
12	Tender Submission Date and Time	17-08-2023 ; Time: 02:00 PM
13	Tender Opening Date and Time	17-08-2023 ; Time: 02:30 PM
14	Address of Selling Tender Document	Administration Division (4 <sup>th</sup> Floor), BTRC, Plot no-E-5/A, Administrative area, Agargaon, Dhaka-1207.
15	Address of Receiving & Submitting Tender Document	The Secretary office of the Posts and Telecommunications Division, Bangladesh Seretariate, Dhaka-1000 and Administration Division (4 <sup>th</sup> Floor), BTRC, Plot no-E-5/A, Administrative area, Agargaon, Dhaka-1207.
16	Address of Opening Tender Document	Room # 434, Administration Division (4th Floor), BTRC, Plot no-E-5/A, Administrative area, Agargaon, Dhaka-1207.
<b>Information for Tenderer</b>		
17	Brief Description of Non-Consulting Services	Procurement of Cleaning Services for BTRC's new building (Plot no-E-5/A, Administrative area, Agargaon, Dhaka-1207).
18	Eligibility of Tenderer	(a) The tenderer must have minimum 05 years of overall experience and minimum 03 years of experience in relevant field. (b) The tenderer must submit valid (updated) Trade License, TIN, VAT, Incorporation Certificate/MoA/AoA (If any) & updated Income Tax Certificate. (c) The Tenderer must have submit completion certificate of 01(one) successful contract in any organization for handle the Office Cleaning Service at least 200000 sft of gov. office accommodations/MNC/Corporate Office. (d) The Tenderer must have submit completion certificate of at least 1 completion of similar service (e) The minimum specific experience as a Prime Contractor in providing non-Consultant Service of at least ONE contract of similar nature, complexity and methods/technology completed over a period of three (3) years each with a value of at least of Tk. 20 (twenty) Lac shall be required. (f) The required average annual turnover of the Tenderer shall be at least of the amount of Tk. 10 (ten) Lac over the last five years.

*Signature*

*Signature*

*Signature*

		(g) The Tenderer is to demonstrate its management capacity (website link or brochures and other documents describing similar assignments).				
		(h) Must have submitted required paper related to working capital/liquid assets/credit facilities not be less than at last Tk. 10 (ten) Lac.				
19	Price of Tender Document (Tk.)					
	Lot No	Identification of Lot	Location	Tender Document (Tk.)	Tender Security Amount (Tk.)	Completion Time In months
	1	Procurement of non-consultancy services for cleaning service.	Dhaka	1000.00 (one thousand)	88,000.00 (Eighty eight thousand)	12 months
<b>Purchaser Details</b>						
20	Name of Official Inviting Tender		Md. Kamrul Islam			
21	Designation of Official Inviting Tender		Director (Administration), BTRC.			
22	Address of Official Inviting Tender		Plot no-E-5/A, Administrative area, Agargaon, Dhaka-1207			
23	Contact details of Official Inviting Tender		Phone (PABX): + 880 2 9611111(EX:212)			
			Fax: +880 223386677			
			e-mail: kamrul_islam@btrc.gov.bd			
24	The Purchaser reserves the right to reject all tenders without showing any reasons.					



(Md. Kamrul Islam)

Director

Administration Division, BTRC.

e-mail: kamrul\_islam@btrc.gov.bd