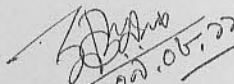


GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
Office of the Project Director
Buffalo Development Project
Department of Livestock Services (3rd Floor),
Krishi Khamar Sarak, Farmgate, Dhaka -1215
Request for Expressions of Interest (EOI)
for selection of Firm/ Company (Supplying outsourcing staff)

1.	Ministry / Division	Ministry of Fisheries & Livestock	
2.	Agency	Department of Livestock Services.	
3.	Procuring Entity name	Project Director, Buffalo Development Project, Department of Livestock Services (3 rd Floor), Krishikhamar Sarak, Farmgate, Dhaka - 1215	
4.	Procuring Entity Code	Not being used at present	
5.	Procuring Entity District	Dhaka	
6.	Invitation for	Firm / Company for deploying staff (Computer and Data entry operator, Office Assistant Cum Accountants, Field Assistant (AI), Store Keeper, Laboratory Technician, Electrician, Semen Collector, Driver, Laboratory Attendant, Night Guard, Attendant, MLSS, Sweeper, Tractor Driver, Feed Mixing operator.)	
7.	Invitation EOI Ref. No.	BDP/Manpower SD-01/11-12/216	
8.	Date	09/08/20011	
9.	Procurement Method	Fixed Budget Selection (FBS)	
10.	Budget and source of fund	Government of Bangladesh (GOB)	
12.	Project / Programme Code	7053	
13.	Project/Programme Name(if applicable)	Project Director, Buffalo Development Project, Department of Livestock Services (3 rd Floor), Krishikhamar Sarak, Farmgate, Dhaka - 1215	
14.	EOI Submission Date and Time	04/09/2011 At 2.00 P.M	
15.	EOI Submission Place	Office of the Project Director, Buffalo Development Project, Department of Livestock Services, (3 rd Floor) Krishi Khamar Sarak, Farmgate, Dhaka -1215	
16.	Brief Description of Assignment	Firm / Company for deploying staff (Computer and Data entry operator, Office Assistant Cum Accountants, Field Assistant (AI), Store Keeper, Laboratory Technician, Electrician, Semen Collector, Driver, Laboratory Attendant, Night Guard, Attendant, MLSS, Sweeper, Tractor Driver, Feed Mixing operator.)	
17.	Qualification and experience	<ul style="list-style-type: none"> • The firm / company must have registration from any government authorised body or authority and properly constituted management body with clearly defined rules and responsibilities for office bears. • Must have permanent office/ officers and Dhaka and management set-up for the service wanted. • Must have capability of maintaining highest confidentially and ability to comply with government standards • Must have at least three years overall experience and Two year Specific experience in supplying Quality manpower (consultant /experts/ staff in public or private organizations / project/ NGOs etc.) • Must have experience of supplying manpower (Consultant /experts / staff in public or private organizations projects / NGOs etc.) at least worth Tk. 20.00 (Twenty) lakh in a year in single contract within last three years. 	
18.	Other details (if applicable)	<p>Duration: The contract duration will be initially 6-12 month, on the basis of satisfactory performance it may be increased for phase by phase for 48 month or for the project period which one come earlier.</p> <p>Service charge for firm: Service charges for the company / firm and the pay and allowances for the supplied staff will be paid monthly.</p> <p>Bill payment: Payment will be made on the monthly basis against consolidated pay bill, which includes basic pay, medical allowance, house rent, Festival allowance & other allowance will be paid as per government provision, VAT, Tax & all other government duties must be deducted from the monthly bill (gross payable amount).</p>	
19.	Phasing of services	The assignment is phased as financial year basis i.e the phase will start from the date of commencement of service & will be valid for 30 th June of the financial year. The firm may enjoy the scope of supplying outsourcing staff, subject to he satisfactory performance to be evaluated at the end of each phase by the procuring entity.	
	Ref no.	Phasing of service	Indicative start Date
	i)	Phase-I	01/07/2011
	ii)	Phase-II	01/07/2012
	iii)	Phase-III	01/07/2013
			Indicative completion date
			30/06/2012
			30/06/2013
			30/06/2014
20.	Name of Official Inviting Tender	Dr. Monjur Kadir	
21.	Designation of official inviting Tender	Project Director,	
22.	Address of official Inviting Tender	Project Director, Buffalo Development Project Department of Livestock Services (3 rd Floor), Krishi Khamar Sarak Farmgate, Dhaka -1215.	
23.	Contact details of official Inviting Tender	Tel : 9103316 Fax : 9103316	
24.	The procuring entity reserves the right to accept or reject any or all EOI's		
25.	<p>Application must include the following information:</p> <ul style="list-style-type: none"> • Name of firm / company, contact address (including postal address, telephone & Fax no. E-mail address and name of contact person with phone / cell no.); • Up date tax clearance certificate • Update commercial license for supplying staff / manpower • Update trade license. • Date of establishment (enclose certificate in favor of this) • Working experience in relevant fields (enclose valid documents) • Information about one of the completed contact worth Tk. 20.00 (Twenty) lakhs or more in a single contact in the last three years with appropriate documents (completion certificate or relevant documents) • Detailed organizational structure: • Managerial manpower (attach list with educational qualifications and experiences) • Existing manpower deployed in other organizations (enclose valid documents) • Organizational capacity and Physical facilities of the firm / company. • Last 02 (two) years audit report (enclose attested photocopy) • Proposal should be in letter head pad with 02 PP size photograph of firm / company head; • registration details with reputed organization (public & private); and • Similar service delivering in last 03 (Three) years (enclose valid documents). 		
26.	All paper should be attested photocopy by 1 st class gazette officer.		
27.	Request for proposal (RFP) will be issued to the short listed firm / company		


09.06.11

(DR. Monjur Kadir)
Project Director,