



Bangladesh Hi-Tech Park Authority

Information & Communication Technology Division
ICT Tower (9th Floor), Plot E-14/X, Agaragon, Dhaka-1207
www.bhtpa.gov.bd

Invitation for Expression of Interest (EOI)

For

Selection and Appointment of Property Management Companies (PMC) for conducting Operation and Maintenance works/services for several Hi-Tech Parks, IT Training and Incubation Centers, Software Technology Parks of Bangladesh Hi-Tech Park Authority (BHTPA).

Sealed Expressions of Interest (EOI)/Applications are hereby invited from reputed Property Management Companies (PMC)/Firms for conducting Operation and Maintenance services/works of several Hi-Tech Parks, IT Training and Incubation Centers, Software Technology Parks of Bangladesh Hi-Tech Park Authority at several locations of Bangladesh as stated below:

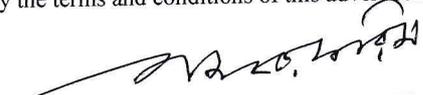
1	Ministry/Division	Information and Communication Technology Division
2	Name of Inviting Entity	Bangladesh Hi-Tech Park Authority
3	EOI Ref. No. & Date	Memo No: 56.02.0000.006.18.462.23/412, Date: 19-07-2023
4	EOI Publication Date	From 20.07.2023 to 25.07.2023
5	Last Date, Time and Place of Receiving EOI/Application	Date: 17.08.2023, Time: 02:00 PM Head Office of The Bangladesh Hi-Tech Park Authority, ICT Tower (9th Floor), Plot-E-14/X, Agargaon, Sher-e-Bangla Nagar, Dhaka.
6	Date, Time and Place of Opening of EOI/Applications	Date: 17.08.2023, Time: 02:30 PM Place: Conference room of Bangladesh Hi-Tech Park Authority, ICT Plot-E-14/X, Agargaon, Sher-e-Bangla Nagar, Dhaka
7	Brief Description of the Assignment/Scope of Works/Services	Conducting Operation and Maintenance works/services for several Hi-Tech Parks, IT Training and Incubation Centers, Software Technology Parks owned by Bangladesh Hi-Tech Park Authority at several locations of Bangladesh. Brief details of assignments to be performed by the selected PMCs are: Imposing rent/fee, collection of money against rent from tenants, deposit of collected money in screw account, payment of electric bill, marketing, replacement of minor accessories/equipment like electric bulb/tube, fittings, sanitary fittings, repair of these, selection of tenants, ensuring securities of the centers, cleaning of the centers, regular communication with the BHTPA and with tenants, etc.
8	Experience, Qualifications, Evaluation criteria etc	To prepare a short list of the preliminary eligible applicant companies/firms, the submitted EOI/Applications shall be evaluated on the basis of (1) Background of the firm/s (2) Company's brochure/profile summarizing their facilities and areas of expertise (3) Registration of firm/s including legal documents (4) TIN certificate (5) VAT registration certificate (6) Up to date Income Tax Certificate (7) Up to date Trade License (8) The latest audited Annual report (9) General and overall operation and maintenance services experience of the applicant firm/s (10) Availability of experienced and qualified personnel to carry out the assignment. (11) List of relevant staff of the applicant & their qualification certificate with national IDs (12) Bank account statements of the applicant firms of the latest 02(Two) years (13) Yearly average annual turnover of the applicant firm/s from business transaction during the last 02 (two) years shall not be less than : (a) BDT 24,00,000/- (Taka Twenty Four Lacs) if the application is submitted for operation of one park/center, (b) BDT 48,00,000/- (Taka Forty Eight Lacs) if the application is submitted for operation of two parks/centers and (c) BDT 75,00,000/- (Taka Seventy Five Lacs) if the application is submitted for operation of more than two parks/centers (14) Cash deposits in the bank accounts shall not be considered as business transaction. (15) Overall Financial abilities (16) Reputation of the applicant firms.
9	Address of the Official Inviting EOI	Managing Director, Bangladesh Hi-Tech Park Authority, ICT Tower (9 th Floor), Plot-E-14/X, Agargaon, Sher-e-Bangla Nagar, Dhaka

10. List of the Parks/Centers/Installations, which have been planned to be leased out for operation and maintenance may be as following:

No	Name of Parks/Centers/Installations	Location/Address
1	Vision 2021 Tower-I (Software Technology Park, Janata Tower)	Kawran Bazar, Dhaka
2	Bangabandhu Sheikh Mujib Hi-Tech Park, Rajshahi	Paba, Rajshahi
3	Bangabandhu Sheikh Mujib Hi-Tech Park, Sylhet (Sylhet Electronics City)	Companiganj, Sylhet (Sylhet Electronics City)
4	Sheikh Kamal IT Training and Incubation Centers (Total 9 Nos)	Located at 09 locations e.g. at Kandi Vitia (Natore Sadar), Singra (Natore), Sylhet, Barisal, Netrokona, Rangpur, Magura, Cumilla and Chattogram
5	Sheikh Kamal IT Business Incubator, CUET	CUET, Raozan, Chattogram
6	Sheikh Kamal IT Training and Incubation Centre, KUET	KUET, Phultala, Khulna
7	Sheikh Kamal IT Training and Incubation Centre, Rajshahi	Paba, Rajshahi
8	Heroic Freedom Fighter Lieutenant Sheikh Jamal Software Technology Park	Agrabad, Chottogram

11. Other Information, Terms and Conditions:

- (1) The earned revenue from letting/renting the spaces of the parks/installations will be shared between the selected applicant firm and BHTPA subject to compliance of terms and conditions of the signed contract.
- (2) The revenue will be earned from letting the spaces to the users of the parks/centers/installations.
- (3) The rate/percentage of share of the revenue, to be apportioned between BHTPA and the selected PMC(s), will be finalized/determined following open competition as well as according to proposal(s) of the applicant firms.
- (4) The total contract period may be up to 10 (Ten) years.
- (5) Before submitting their EOI/Applications, the representative/s of applicant firms should visit/inspect the parks/centers physically at their own costs. In this connection, necessary cooperation will be provided to willing firms from the BHTPA.
- (6) The applicant firms should submit their all documents and particulars in hard copies in support of their competence and eligibilities.
- (7) No payment will be made to the selected PMCs from the BHTPA rather certain portion of the collected revenue/money against monthly rent from the tenants/investors shall be paid to the BHTPA.
- (8) The rate of monthly rent for using the spaces of the parks/centers by the tenants/investors shall be determined taking approval from the BHTPA.
- (9) The portion of the parks/centers for using startups can not be brought under rent by the appointed PMC.
- (10) The collected revenue/money from the tenants shall be deposited in a common account named **as screw account**, which shall be conducted by the both parties
- (11) After making preliminary evaluation by the evaluation committee and after making short list of qualified applicants, the final terms and reference will be prepared and according to those, specific proposal will be invited from the shortlisted competent applicant firms.
- (12) EOI/Applications shall be prepared and submitted as per **specified/prescribed format** and that prescribed format is available in this office as well as will be available in the BHTPA website address is **www.bhtpa.gov.bd**
- (13) The EOI/Applications may be submitted for operation and maintenance of one or more Parks/Installations of the said list but they need to mention **over the envelop** of the application the name of the parks/Installations for which they are applicant.
- (14) The EOI in 02 (two) copies; 01 (one) marked as ORIGINAL and other as COPY shall be submitted in separate sealed envelope in the form of book binding
- (15) The firm/s shall sign and mention the page no. in every page of the submitted EOI document.
- (16) EOI/Applications may be submitted in the BHTPA Head Office at ICT Tower (9th Floor), Plot E-14/X, Agaragon, Dhaka-1207 directly or by Post or by Courier Services. But the EOI must be submitted/reached at the said place within the said/specified date and time.
- (17) Applications/EOIs shall be valid for a period of not less than 180 (one hundred and eighty) days from the last date of submission of EOI.
- (18) Applicant firms may obtain further information from the office of the undersigned . This advertisement notice and relevant particulars may be downloaded from the website of BHTPA (www.bhtpa.gov.bd).
- (19) The EOI should include:**
 - a. Brochure of the firm summarizing the firm(s) facilities and areas of expertise;
 - b. Descriptions and details of performed similar assignments
 - c. Evidences of managerial strength and financial capacity of the firm (s).
- (20) The interested firm(s) may be an individual firm or may be a Joint Venture firm or a Consortium or an Association (JVCA). To enhance capacity the Joint Venture firm, Consortium or Association (JVCA) might have been formed by national and international firms of same nature. Total number of firms in the Joint Venture, Consortium or Association (JVCA) shall not be more than 3 (three).
- (21) Experiences on similar nature of service delivery will be given preference.
- (22) The Request for Proposal (RFP) will be issued to the short-listed applicant firms after preparation of evaluation reports.
- (23) All cost or expense in connection with the preparation or submission of the EOI/Application shall be borne by the applicant firms.
- (24) Details of the Parks/Installations, to be leased out for operation and maintenance are available in the website address www.bhtpa.gov.bd as well as in the Office of the BHTPA.
- (25) The Inviting entity reserves rights to accept or reject any or all EOIs without assigning any reason whatsoever.
- (26) The Inviting entity also reserves the rights to change or modify the terms and conditions of this advertisement notice at any time.

 24/07/2023

(Mohammad Rezaul Karim)
Managing Director
Bangladesh Hi-Tech Park Authority