

Government of the People's Republic of Bangladesh
Office of the Project Director, DPHE
Urban Water Supply and Sanitation in 23 Pourashavas Project in
Bangladesh (GOB-IDB),
14, Shaheed Captain Mansur Ali Sarani, Kakrail Dhaka.

Description of Service

for

**Support Staff Services for the project
'Urban Water Supply and sanitation in 23 Pourashavas Project
in Bangladesh (GOB-IDB)'**

February 2025

1.0 Background

Bangladesh is a country with very high population densities in particular to the urban areas where the people are rapidly migrated from the rural settlement in search of employment. The living situation of the urban centres is sub-standard with grossly inadequate service facilities like safe water supply, sanitation, solid waste management and drainage etc.

The Government of Bangladesh is emphasizing the importance of water supply and sanitation for protection of environment leading to improved health status and thus the sector is considered as the top priority one. The water supply and sanitation system in newly created pourashavas is not adequate to meet the minimum public demand. So, it is needed to develop the water supply with piped network and environmental sanitation system in those pourashavas. Considering these issues, Master Plan has been prepared for short, medium and long term implementation plan:- Short term (2010-2015), Medium term (2015-25), and long term (2025-40). "Urban Water Supply and sanitation in 23 Pourashavas Project in Bangladesh" has been formulated based on short term Implementation plan. About 40% People of the project area are getting adequate safe water through pipe line.

The overall objective of this project is to improve the health and living standard of the people of 23 Pourashavas by increasing access to safe water supply and Sanitation System. Whereas the specific Objectives are-

- To introduce piped water supply system in these Pourashavas.
- To develop sanitation system in these Pourashavas.
- To improve the capacity of Pourashavas on O&M of water supply and sanitation.

The project is expected to be completed by October 2025 but there is possibility to extend the project for 1 year. The Project will be implemented in 23 Pourashavas of 19 Districts of Bangladesh. The Pourashavas are Muladi, Alamdanga, Monirampur, Benapole, Dohar, Dhamrai, Madhabdi, Boalmari, Ghatail, Nabinagar, Bashurhat, Chatkhil, Sherpur, Shibganj, Godagari, Belkuchi, Birganj, Ullipur, Gobindaganj, Kanaighat, Ajmiriganj, Shayestaganj and Jogannathpur. For executing the works under this project the organizational setup has been categorized in two ways- i. office of the Project Director (PMU) and ii. Office of the Executive Engineer (Territorial in 19 Districts). Office of the Project Director has been established in DPHE head office. In organizational arrangement of the office of the Project Director, 3 (three) Drivers, 2 (two) MLSS and 2 (two) Guard/Chowkider have to be recruited by outsourcing. Therefore, the project is now going to procure the support services.

2.0 Objectives of the Services:

The main objective of support services is to procure physical support staff services with the positions of Driver, MLSS and Guard/Night Guard for office of the Project Director, Urban Water Supply and Sanitation in 23 Pourashavas Project in Bangladesh (GoB-IDB).

Income Tax, VAT and any other charges imposed by the government time to time will be deducted at source from the payment as per the rules of the Government of Bangladesh.

9. Logistics:

All logistic support (Dress, Uniform, Gum boot, Torch, Gun etc.) shall be provided by the firm/company.

10. Others:

10.1 Working hours: For Drivers, MLSS/Office Shohayok and Guards/Chowkidar working hour will be usually 8 hours but it could be up to 12 hours and in that cases no extra payment will be made. If any conflict arises then working hours for staff of the service providers will be followed by the **Shops and Establishment Act 1965 (VII of 1965)** of the Government of Bangladesh as currently in force and as amended from time to time during the execution of the services.

10.2 Holidays: All official holidays of the Government of Bangladesh shall be allowed. In case of any emergency or unusual situation, if office needs to run, the staff shall also be present even on the holidays.

10.3 Leave Entitlement: No sick leave pay, earned leave pay or overtime pay shall be allowed to any personnel. These will be considered to be already included in the remuneration. In case of leave or sickness, the firm will replace the staff.

Support staff qualification and competence for the assignment shall be provided in the following matrix:

Sl. No.	Name	Post	Educational Qualification	Overall Work Experience in similar position (in years)	Experience in Government Sector in similar position (in Years)
1.					
2.					
3.					
4.					
5.					

Note:

1. Eligible staff might be selected by the execution agency (DPHE) among a group of suitable candidate through exam of any suitable competition if required.
2. The Executing Agency (DPHE) may deserve the right to dismiss any recruited/selected staff prior to a formal notice to the recruiting agency.
3. For educational qualification, the firm/company shall be submitted education certificate for each individual staff.
4. For Overall Work Experience in similar position, the firm/company shall be submitted experience certificate for each individual staff.

4.0 Experience & Qualification:

Sl. No.	Name of the Post	Category	No. of Post	Qualification	Age Limit	Experience
01.	Driver	02	03	Minimum Class VIII Pass or equivalent	18 to 60 years	3 (three) years of similar experience with valid Driving License.
02.	MLSS/ Office Shohayok	05	02	Minimum HSC Pass or equivalent	18 to 60 years	3 (three) years of similar working experience.
03.	Guard/Chowkidar	05	02	Minimum SSC Pass or equivalent	18 to 60 years	3 (three) years of similar working experience.

5.0 Time Schedule:

The nature of services to be procured will be purely on temporary basis. It is envisaged that the support staff to be engaged under this service procurement will commence immediately. The duration of the contract will be 20 months from the date of signing of the contract or up to date of completion of project whichever comes first.

6.0 Scope of Service Provider:

The sole responsibilities of the human resources (staff) to be assigned to the above mentioned posts will be of the contracting agency/firm/company. The contracting agency/firm/company shall ensure that under no circumstance or condition, the human resources deployed for the services will not apply for their services to be permanent or demand directly to the department for extending any sort of facility during their deployment period or later on. The department intends the following posts to be fulfilled by the Service Provider Agency/ Firm/Company.

7.0 Source of Fund:

Funds for the support staff service will be sourced from GOB.

8.0 Schedule of payment:

- Payment will be made as per number of workers actually worked and also depends on the availability of the fund.
- The bills shall be submitted by the firm/company after the end of the month to the concerned authority.
- No advance payment shall be made.

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10. Others:

10.1 Working hours: For Drivers, MLSS/Office Shohayok and Guards/Chowkidar working hour will be usually 8 hours but it could be up to 12 hours and in that cases no extra payment will be made. If any conflict arises then working hours for staff of the service providers will be followed by the **Shops and Establishment Act 1965 (VII of 1965)** of the Government of Bangladesh as currently in force and as amended from time to time during the execution of the services.

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Note:

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2. The Executing Agency (DPHE) may deserve the right to dismiss any recruited/selected staff prior to a formal notice to the recruiting agency.
3. For educational qualification, the firm/company shall be submitted education certificate for each individual staff.
4. For Overall Work Experience in similar position, the firm/company shall be submitted experience certificate for each individual staff.

5. For Experience in Government Sector in similar position, the firm/company shall be submitted experience certificate of each individual staff working in government organization.
6. Company will bear all liabilities due to violate the prevailing traffic rules and for reckless driving by the driver.
7. Guard should be well behaved and no misbehave is acceptable. MLSS also should be well behaved and no misbehave is acceptable.
8. Firm/ agency/ company will be liable if any damage of government property done by any supporting staffs recruited by them.
9. অর্থ বিভাগ, অর্থ মন্ত্রণালয়, বাজেট-১১ শাখা-এর স্মারক নং-০৭.১১১.০৩১.০১.০০.০০৫.২০১০-৫০০, তারিখঃ ১৮/১২/২০১৯ খ্রিঃ এর আউটসোর্সিং প্রক্রিয়ায় সেবা গ্রহণ নীতিমালা, ২০১৮ এর অধীনে উন্নয়ন প্রকল্প/কর্মের জন্য প্রয়োজনীয় সেবাসমূহ অস্তিত্বকরণ এবং সংশ্লিষ্ট সেবাসমূহের সেবামূল্য নির্ধারণ সংক্রান্ত পরিপত্র অনুযায়ী জনবল নিয়োগ প্রদান করা হবে।