



Rupantarita Prakritik Gas Company Limited
(A Company of Petrobangla)
Plot:27, Nikunja-2, New Airport Road,
Khilkhet, Dhaka-1229

**TENDER DOCUMENT (NATIONAL)
FOR THE PROCUREMENT OF NON-CONSULTING
SERVICES**

Providing outsourcing manpower for the services of Driving, Generator Operating, Imamoti, Speedboat Operating, Gardening, Cooking, Cleaning, Office Attending, Gas Dispensing, Firefighting, Security, Lift Operating and Similar other necessary services at Head Office, different Installations and sites of RPGCL.

Invitation for Tender No: 28.19.0000.306.11.001.25.
Issued on : 22 July 2025

**Administration Division
Establishment Department**

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www.rpgcl.org.bd



Rupantarita Prakritik Gas Company Limited (RPGCL)
(A Company of Petrobangla)
Plot-27, Nikunja-2, New Airport Road, Khilkhet, Dhaka-1229
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INVITATION FOR TENDERS

1	Ministry/Division	Ministry of Power, Energy and Mineral Resources/Energy and Mineral Resources Division.		
2	Agency	Bangladesh Oil, Gas and Mineral Corporation (Petrobangla).		
3	Procuring Entity Name	Rupantarita Prakritik Gas Company Limited (RPGCL)		
4	Procuring Entity District	Dhaka.		
5	Tender Invitation for	Procurement of outsourcing services for Driving, Generator Operating, Imamoti, Speedboat Operating, Gardening, Cooking, Cleaning, Office Attending, Gas Dispensing, Firefighting, Security, Lift Operating and similar other necessary services at Head Office, Different Installations and Sites of RPGCL		
6	Tender Invitation Ref. No & Date	28.19.0000.306.11.001.25, Date: 22 July 2025		
KEY INFORMATION				
7	Procurement Method	Open Tendering Method (One stage two envelope method)		
FUNDING INFORMATION				
8	Budget and Source of Funds	Company's Own Fund and Revenue Budget.		
PARTICULAR INFORMATION				
9	Tender Publication Date	22 July 2025		
10	Tender selling Date	From 22 July 2025 to 18 August 2025 during office hour 03 August 2025 at 11:00 am.		
11	Date, Time & Place of Pre-Bid Meeting	Multipurpose Hall Room, RPGCL Bhaban (Level 7), Rupantarita Prakritik Gas Company Limited. Plot: 27, Nikunja-2, New Airport Road, Khilkhet, Dhaka-1229		
12	Tender Closing Date and Time	19 August 2025 at 12:00 pm.		
13	Tender Opening Date and Time	19 August 2025 at 12:15 pm.		
14	Place of Tender Document Selling	Cash Section, Finance Division, RPGCL Bhaban (Level-4,) Rupantarita Prakritik Gas Company Limited Plot: 27, Nikunja-2, New Airport Road, Khilkhet, Dhaka-1229	Secondary Place: Cash Section Accounts Division Petrobangla, Petro centre (Level-7), 3 Kawranbazar C/A, Dhaka-1215	
15	Place of Tender Document Receiving and Opening	Multipurpose Hall Room, RPGCL Bhaban (Level 7), Rupantarita Prakritik Gas Company Limited. Plot: 27, Nikunja-2, New Airport Road, Khilkhet, Dhaka-1229.		
INFORMATION FOR TENDERER				
16	Eligibility of Tenderer	As per Tender Document.		
17	Brief Description of Services	Procurement of outsourcing services for Driving, Generator Operating, Imamoti, Speedboat Operating, Gardening, Cooking, Cleaning, Office Attending, Gas Dispensing, Firefighting, Security, Lift Operating and similar other necessary services at Head Office, Different Installations and Sites of RPGCL.		
18	Price of Tender Document (Taka)	Tk. 5,000/- (Five thousand) only in Cash (Non refundable)		
19	Identification of Tender	Location of proposed services	Tender Security Amount (Tk.)	Completion Time In Months
	28.19.0000.306.11.001.25.	Dhaka, Chattogram, Cox's Bazar, Patuakhali Brahmanbaria	Tk. 20,00,000 (Twenty Lac)	24 (Twenty Four) months
PROCURING ENTITY DETAILS				
20	Name of Official Inviting Tender	Md. Burhan Uddin		
21	Designation of Official Inviting Tender	General Manager (Administration)		
22	Address of Official Inviting Tender	Rupantarita Prakritik Gas Company Limited Plot: 27, Nikunja-2, New Airport Road, Khilkhet, Dhaka-1229		
23	Contact details of Official Inviting Tender	Tel: +8802-41040345, E-mail: gmadmin@rpgcl.org.bd		
24	This Notice is also available in RPGCL website www.rpgcl.org.bd , Petrobangla website www.petrobangla.org.bd & BPPA website www.bppa.gov.bd			
25	The Procuring Entity reserves the right to accept or reject any or all the tenders or annul the tender proceedings without assigning any reasons thereof.			

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Arzad
22-7-2025
Md. Burhan Uddin
General Manager (Administration)

Not to be Printed

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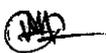
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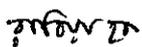
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Section1. Instructions to Tenderers

A. General

1. Scope of Tender	<p>1.1 The Procuring Entity, as indicated in the Tender Data Sheet (TDS) issues this Tender Document for the procurement of non-Consulting Services as specified in the TDS and as detailed in Appendix A to the Contract. The name of the Tender and its number and identification is stated in the TDS.</p> <p>1.2 The successful Tenderer will be expected to complete the performance of the Services by the Intended Completion Date as stated in the TDS.</p>
2. Interpretation	<p>2.1 Throughout this Tender Document:</p> <ul style="list-style-type: none">(a) the term "in writing" means communication written by hand or machine duly signed and includes properly authenticated messages by facsimile or electronic mail;(b) if the context so requires, singular means plural and vice versa;(c) "day" means calendar days unless otherwise specified as working days;(d) "Person" means and includes an individual, body of individuals, sole proprietorship, partnership, company, association or cooperative society that wishes to participate in Procurement proceedings;(e) "Tenderer" means a Person who submits a Tender;(f) "Tender Document" means the Document provided by a Procuring Entity to a Tenderer as a basis for preparation of the Tender; and(g) "Tender" depending on the context, means a Tender submitted by a Tenderer for execution of Works and physical services to a Procuring Entity in response to an Invitation for Tender
3. Source of Fund	<p>3.1 The Procuring Entity has been allocated public funds as indicated in the TDS and intends to apply a portion of the funds to eligible payments under the Contract for which this Tender Document is issued.</p> <p>3.2 For the purpose of this provision, "public funds" means any monetary resources appropriated to the Procuring Entity under Government budget, or loan, grants and credits placed at the disposal of the Procuring Entity through the Government by the development partners or foreign states or organisations.</p> <p>3.3 Payments by the development partner, if so, indicated in the TDS, will be made only at the request of the Government and upon approval by the development partner or foreign state or Organisation in accordance with the applicable Loan / Credit / Grant Agreement, and will be subject in all respects to the terms and conditions of that Agreement.</p>

<p>4. Corrupt, Fraudulent, Collusive or Coercive Practices</p>	<p>4.1 The Government requires that Procuring Entities, as well as the Tenderers shall, during the procurement proceedings and the execution of Contracts under public funds, ensure-</p> <ul style="list-style-type: none"> a. strict compliance with the provisions of Section 64 of the Public Procurement Act 2006 including amendments thereto; b. abiding by the code of ethics as mentioned in the Rule 127 of the Public Procurement Rules, 2008 including amendments thereto; c. that neither it's any officer nor any staff or any other agents or intermediaries working on its behalf engages in any practice as detailed in the Rule 127. <p>4.2 If corrupt, fraudulent, collusive or coercive practices of any kind is determined by the Procuring Entity against any Tenderer alleged to have carried out such practices, the Procuring Entity shall:</p> <ul style="list-style-type: none"> a. exclude the concerned Tenderer from further participation in the particular procurement proceeding; or b. reject any recommendation for award that had been proposed for that concerned Tenderer; or c. declare, at its discretion, the concerned Tenderer to be ineligible to participate in further procurement proceedings, either indefinitely or for a specific period of time.
<p>5. Eligible Tenderers</p>	<p>5.1 This Invitation for Tenders is open to all potential Tenderers.</p> <p>5.2 Tenderers shall have the legal capacity to enter into the Contract under the Applicable Law.</p> <p>5.3 Tenderers shall be enrolled in the relevant professional or trade organisations registered in Bangladesh.</p> <p>5.4 Tenderers may be a physical or juridical individual or body of individuals, or company invited to take part in public procurement or seeking to be so invited or submitting a Tender in response to an Invitation for Tenders.</p> <p>5.5 Tenderers shall have fulfilled its obligations to pay taxes under the provisions of laws and regulations of Bangladesh.</p> <p>5.6 Tenderers and all parties constituting the Tenderer shall not have a conflict of interest.</p> <p>5.7 Tenderer in its own name or its other names or also in the case of its Persons in different names, shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices as stated under ITT Clause 4.2.</p>
<p>6. Site Visit</p>	<p>6.1 Tenderers, at the Tenderers' own responsibility and risk, are encouraged to visit and examine the Site of required Services and its surroundings and, obtain all information that may be necessary for preparing the Tender and entering into a contract for the Services. The costs of visiting the Site shall be at the Tenderers' own expenses.</p>

B. Tender Document	
7. Tender Document	<p>7.1 The Sections comprising the Tender Document are listed below and should be read in conjunction with any Addendum issued under ITT Clause 9.</p> <ol style="list-style-type: none"> a. Section 1 Instructions to Tenderers (ITT) b. Section 2 Tender Data Sheet (TDS) c. Section 3 General Conditions of Contract (GCC) d. Section 4 Particular Conditions of Contract (PCC) e. Section 5 Tender and Contract Forms f. Section 6 Activity Schedule g. Section 7 Performance Specifications and Drawing
8. Clarification of Tender Document	<p>8.1 A prospective Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address and, within time as specified in the TDS.</p>
9. Addendum to Tender Document	<p>9.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity on its own initiative or in response to a clarification request in writing from a Tenderer, may revise the Tender Document by issuing an Addendum.</p> <p>9.2 The Addendum issued under ITT Sub Clause 9.1 shall become an integral part of the Tender Document and shall have a date and an issue number and must be circulated by fax, mail or e-mail, to Tenderers who have purchased the Tender Documents, within five (5) working days of issuance of such Addendum, to enable Tenderers to take appropriate action.</p> <p>9.3 If an Addendum is issued when time remaining is less than one-third of the time allowed for the preparation of Tenders, the Procuring Entity at its discretion shall extend the deadline by an appropriate number of days for the submission of Tenders, depending upon the nature of the Procurement requirement and the addendum. In any case, the minimum time for such extension shall not be less than three (3) working days.</p>
C. Qualification Criteria	
10. General Criteria	<p>10.1 Tenderers shall possess the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, specific experience, reputation, and the service workers, to perform the contract, which entails setting pass/fail criteria, which if not met by the Tenderers, will result in consideration of its Tender as non-responsive.</p> <p>10.2 In addition to meeting the eligibility criteria, as stated under ITT Clause 5, Tenderers must satisfy the other criteria stated in ITT Clauses 10 to 16 inclusive.</p>

11. Experience Criteria	<p>11.1 Tenderers shall have the following minimum level of experience to qualify for the performance of the non-Consultant Service under the Contract:</p> <ul style="list-style-type: none"> a. a minimum number of years of general experience in contracting industries in public sector or multinational as Prime Contractor/Subcontractor/Management Contractor as specified in the TDS; b. a minimum number of years of specific experience (to comply with this requirement service contracts cited should be at least 70 percent complete) as Prime Contractor in providing non-Consulting Service of a nature, complexity and methods/technology similar to the proposed non-Consulting Service in at least a number of contracts over the period, as specified in the TDS.
12. Financial Criteria	<p>12.1 Tenderer shall have the following minimum level of financial capacity to qualify for the performance of the Services under the Contract.</p> <ul style="list-style-type: none"> (a) the average annual turnover as specified in the TDS during the period specified in the TDS; (b) availability of minimum liquid assets i.e. working capital or credit line(s) from any scheduled Bank of Bangladesh, net of other contractual commitments, of the amount as specified in the TDS.
13. Service workers Capacity	<p>13.1 Tenderers shall have the minimum level of service workers capacity to qualify for the performance of the Services under the Contract consisting of key personnel with qualifications and experience as specified in the TDS.</p>
14. Equipment Capacity	<p>14.1 Tenderers shall own suitable equipment and other physical facilities or have proven access through contractual arrangement to hire or lease such equipment or facilities for the desired period, where necessary or have assured access through lease, hire, or other such method, of the essential equipment, in full working order, as specified in the TDS.</p>
15. Joint Venture	<p>15.1 No Joint Venture (JV) shall be permissible under this Invitation for Tenders. Tenders submitted in the form of JV shall be considered non-responsive.</p>
16. Sub-contractor	<p>16.1 The successful Tenderer shall under no circumstances assign the services or any part of it to the Subcontractor(s).</p>

D. Tender Preparation	
17. Only One Tender	17.1 Tenderers shall submit only one (1) Tender for the tender invitation. Tenderer who submits more than one (1) Tender will cause all the Tenders of that particular tenderer to be considered non-responsive.
18. Cost of Tendering	<p>18.1 Tenderers shall bear all costs associated with the preparation and submission of its Tender, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.</p> <p>18.2 The Procuring Entity shall make Tender Documents available immediately to the potential Tenderers, requesting and willing to purchase at the corresponding price by the date the advertisement has been published in the newspaper.</p>
19. Language of Tender	19.1 The Tender shall be written in the English language. Correspondences and documents relating to the Tender may be written in English or Bangla.
20. Contents of Tender	<p>20.1 The Tender prepared by the Tenderer shall comprise the following:</p> <ol style="list-style-type: none"> a. Tender Submission Letter (Form PSN-1) as stated under IIT Sub Clause 21.1; b. Tenderer Information (Form PSN-2) as furnished in Section 5: Tender Forms; c. the Priced Activity Schedule as stated under IIT Sub Clause 21,22 and 23; d. the Tender Security as stated under IIT Clauses 26 and 27. e. the written confirmation authorizing the signatory of the Tender to commit the Tenderer, as stated under IIT Sub Clause 30.2; f. the Valid Trade License; g. documentary evidence of Tax Identification Number (TIN) and VAT as a proof of fulfilment of taxation obligations as stated under IIT Sub Clause 5.5; h. documentary evidence as stated under IIT Clause 24 establishing the Tenderer's eligibility and minimum qualifications required to be met for due performance of the physical services under the Contract; and i. Curriculum vitae of proposed manpower in case of outsourcing manpower. j. for physical service, along with academic & experience certificate in case of supply of man-power (out-sourcing) as stated in section 6: Activity schedule. k. any other document as specified in the TDS.

<p>21. Tender Submission Letter and Priced Activity Schedule</p>	<p>21.1 Tenderers shall submit the Tender Submission Letter (Form PSN-1), which shall be completed without any alterations to its format, filling in all blank spaces with the information requested, failing which the Tender may be considered non-responsive as being incomplete.</p> <p>21.2 Tenderers shall submit the priced Activity Schedule using the form(s) furnished in Section 6: Priced Activity Schedule.</p> <p>21.3 If in preparing its Tender, the Tenderer has made errors in the unit rate or price or the total price, and wishes to correct such errors prior to submission of its Tender, it may do so, but shall ensure that each correction is initialled by the authorised person of the Tenderer.</p>
<p>22. Tender Prices</p>	<p>22.1 The Contract shall be for the Services, as described in Appendix A to the contract and in Section 7: Performance Specifications and Drawing, based on the priced Activity Schedule, submitted by the Tenderer.</p> <p>22.2 The Tenderer shall fill in rates or prices inclusive of profit, overhead, Applicable Tax & VAT for all items of the Services described in the Specifications and listed in the Activity Schedule.</p> <p>22.3 The items quantified in the priced Activity Schedule for which no unit rates or prices have been entered by the Tenderer will not be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the Section 6: Activity Schedule.</p> <p>22.4 All kinds of applicable taxes, customs duties, fees, levies, VAT and other charges payable by the Service Provider under the Contract, or for any other cause, as of the date twenty-eight (28) days prior to the deadline for submission of Tenders, shall be included in the unit rates or prices and, the total Tender price submitted by the Tenderer.</p> <p>22.5 The price of a Contract shall be fixed in which case the unit rates or prices may not be modified in response to changes in economic or commercial conditions.</p> <p>22.6 In case of manpower supply, the wages of manpower shall be fixed as consolidated payment as per government circular plus applicable Tax & VAT. Tender shall quote only the commission as stated in section 6: Activity schedule.</p> <p>22.7 Tenderer's quoting rate of service commission of the Tender less the specific threshold specified in TDS& Section 6: Activity schedule of the Tender Document as stated under ITT Sub 22.6, shall be rejected.</p>

23. Tender Currency	23.1 Tenderers shall quote all prices in Bangladesh Taka (BDT) in the Tender Submission Letter and in the Activity Schedule.
24. Documents Establishing Eligibility and Qualification of the Tenderer	<p>24.1 Tenderers shall complete and submit the documentary evidence, as applicable to satisfy the following:</p> <ul style="list-style-type: none"> (a) complete the eligibility declarations in the Tender Submission Letter (Form PSN-1); (b) complete the Tenderer Information (Form PSN-2); (c) general experience in service providing as stated under ITT Sub Clause 11.1(a), substantiated by the year of registration/constitution/licensing in its country of origin; (d) specific experience in service providing under public sector of similar nature and size as stated ITT Sub Clause 11.1(b), substantiated by Completion Certificate (s) issued by the relevant Procuring Entity(s); <ul style="list-style-type: none"> (e) average annual turnover i.e. total certified payments received for contracts in progress or completed under public sector for a period as stated under ITT Sub Clause 12.1(a), substantiated by Statement(s) of Receipts, from any scheduled Bank of Bangladesh, issued not earlier than twenty eight (28) days prior to the day of the original deadline for submission of Tenders; (f) adequacy of minimum liquid assets i.e. working capital substantiated by Audit Reports mentioned in (j) below or credit line(s), substantiated by any scheduled Bank of Bangladesh in the format as specified (Form PSN-5), without alteration, issued not earlier than twenty eight (28) days prior to the day of the original deadline for submission of Tenders for this Contract as stated under ITT Sub Clause 12.1(b); (g) key personnel along with their qualification and experience proposed for the Contract as stated under ITT Clause 13.1; (h) major items of service equipment proposed to carry out the Contract as stated under ITT Clause 14.1, substantiated by statement(s) in its letter-head pad declaring source of its availability; (i) authority (s) to seek references from the Tenderer's Bankers or any other sources in its letter-head pad; (j) reports on the financial standing of the Tenderer, such as profit and loss statements and audited balance sheet for the past years as specified in the TDS, substantiated by Audit Reports.

25. Validity Period of Tender	<p>25.1 Tenders shall remain valid for the period specified in the TDS after the date of Tender submission deadline prescribed by the Procuring Entity. A Tender valid for a period shorter than that specified shall be considered as non-responsive.</p> <p>25.2 In exceptional circumstances, prior to the expiration of the Tender Validity period, the Procuring Entity may solicit all the Tenderers' consent to an extension of the period of validity of their Tenders; provided that those Tenderers have passed the preliminary examination as stated under ITT Sub Clause 39.2.</p> <p>25.3 The request and the responses shall be made in writing. Validity of the Tender Security provided under ITT Clause 25.2 shall also be suitably extended for twenty eight (28) days beyond the new date for the expiry of the Tender Validity. If a Tenderer does not respond or refuses the request it shall not forfeit its Tender Security, but its Tender shall no longer be considered in the evaluation proceedings. A Tenderer agreeing to the request will not be required or permitted to modify its Tender.</p>
26. Tender Security	26.1 Tenderer shall furnish as part of its Tender, in favour of the Procuring Entity or as otherwise directed on account of the Tenderer, a Tender Security in original form (not copy) and in the amount, as specified in the TDS.
27. Form of Tender Security	27.1 The Tender Security shall be at the Tenderer's option, be either in the form of a Bank Draft or Pay Order or Bank Guarantee issued by any scheduled Bank of Bangladesh and, shall remain valid for at least twenty eight (28) days beyond the expiry date of the Tender Validity.
28. Return of Tender Security	<p>28.1 No Tender Security shall be returned to the Tenderers before contract signing.</p> <p>28.2 Unsuccessful Tenderer's Tender Security will be discharged or returned as soon as possible but within twenty-eight (28) days after the expiry of the Tender Validity period as stated under ITT Sub Clauses 25.1.</p> <p>28.3 The Tender Security of the successful Tenderer will be discharged upon the Tenderer's furnishing of the performance security and signing of the Contract Agreement.</p>
29. Forfeiture of Tender Security	<p>29.1 Tender Security may be forfeited, if a Tenderer:</p> <ul style="list-style-type: none"> (a) withdraws its Tender after opening of Tenders but within the validity of the Tender as stated under ITT Clause 25; or (b) refuses to accept a Letter of Acceptance as stated under ITT Sub Clause 50.2; or (c) fails to furnish Performance Security as stated under ITT Sub Clause 51.1 and 51.2; or (d) refuses to sign the Contract as stated under ITT Sub Clause 55.2; or (e) does not accept the correction of the Tender price following the correction of the arithmetic errors as stated under ITT Clause 43.2.

30. Format and Signing of Tender	<p>30.1 Tenderers shall prepare one (1) original of the documents comprising the Tender as described in ITT Clause 20 and clearly mark it "ORIGINAL." In addition, the Tenderers shall prepare the number of copies of the Tender, as specified in the TDS and clearly mark each of them "COPY." All copies shall be made from the signed original. In the event of any discrepancy between the original and the copies, the ORIGINAL shall prevail.</p> <p>30.2 The original and each copy of the Tender shall be typed or written in indelible ink and shall be signed by the Person duly authorized to sign on behalf of the Tenderer. This Tender specific authorization shall be attached to the Tender Submission Letter (Form PSN-1). The name and position held by each Person(s) signing the authorization must be typed or printed below the signature. All pages of the original and of each copy of the Tender, except for un-amended printed literature, shall be numbered sequentially and signed by the person signing the Tender.</p> <p>30.3 Any interlineations, erasures, or overwriting will be valid only if they are signed or initialled by the Person(s) signing the Tender.</p>
E. Tender Submission	
31. Sealing, Marking and Submission of Tender	<p>31.1 Tenderers shall enclose the original in one (1) envelope and all the copies of the Tender, in another envelope, duly marking the envelopes as "ORIGINAL (O)" and "COPY". These sealed envelopes will then be enclosed and sealed in one (1) single outer envelope with all the relevant particulars of the Tender on the envelopes.</p> <p>In case of manpower supply, Technical & Financial envelope shall be submitted separately in a outer envelope.</p>
32. Deadline for Submission of Tender	<p>32.1 Tenders shall be delivered by hand or by mail, including courier services at the address not later than the date and time, as specified in the TDS.</p> <p>32.2 The Procuring Entity may, at its discretion, extend the deadline for submission of Tender as stated under ITT Sub Clause 32.1, in which case all rights and obligations of the Procuring Entity and Tenderers previously subject to the deadline will thereafter be subject to the new deadline as extended.</p>
33. Late Tender	<p>33.1 Any Tender received by the Procuring Entity after the deadline for submission of Tenders as stated under ITT Sub Clause 32.1 shall be declared LATE, excluded, and returned unopened to the Tenderer.</p>
34. Modification, or Withdrawal of Tender	<p>34.1 Tenderers may modify or withdraw its Tender after it has been submitted by sending a written notice duly signed by the authorized signatory and properly sealed, and shall include a copy of the authorization confirmed by an affidavit authenticated by a Notary Public; provided that such written notice including the affidavit is received by the Procuring Entity prior to the deadline for submission of Tenders as stated under ITT Clause 32.</p>

35. Tender Modification	35.1 Tenderers shall not be allowed to retrieve its original Tender, but shall be allowed to submit corresponding modification to its original Tender marked as "MODIFICATION".
36. Withdrawal of Tender	36.1 Tenderers shall be allowed to withdraw its Tender by a Letter of Withdrawal marked as "WITHDRAWAL".
F. Tender Opening and Evaluation	
37. Tender Opening	<p>37.1 Tenders shall be opened immediately after the deadline for submission of Tenders at the primary place as specified in the TDS but not later than ONE HOUR after expiry of the submission deadline at the same primary place. In case of manpower supply, Financial envelope shall not be open with technical tender.</p> <p>37.2 In case of manpower supply, financial envelope shall be open publicly after approval of technical evaluation report. The financial envelope of only successful tender (i.e. technically responsive with pass mark) shall be opened by TEC like one stage two envelope method. Rest financial envelope shall be returned unopened.</p> <p>37.3 Tenderers' representatives shall be duly authorised by the Tenderer. Tenderers or their authorised representatives will be allowed to attend and witness the opening of Tenders, and will sign a register evidencing their attendance.</p> <p>37.4 The authenticity of withdrawal of, or modifications to original Tender, if any made by a Tenderer in specified manner, shall be examined and verified by the Tender Opening Committee (TOC) based on documents submitted as stated under ITT Sub Clause 34.1.</p> <p>37.5 Ensuring that only the correct (M) and (O) envelopes are opened, details of each Tender will be dealt with as follows:</p> <p>The Chairperson of the Tender Opening Committee will read aloud each Tender and record in the Tender Opening Sheet (TOS):</p> <ol style="list-style-type: none"> a. the name and address of the Tenderer; b. state if it is a withdrawn, modified or original Tender; c. the Tender price d. the number of initialled corrections; e. the presence or absence of any requisite Tender Security; f. such other details as the Procuring Entity, at its discretion, may consider appropriate.

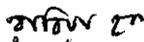
	<p>37.6 Upon completion of Tender opening, all members of the Tender Opening Committee and the Tenderers or Tenderer's duly authorised representatives attending the Tender opening shall sign by name, address, designation and their National Identification Numbers (if any) the Tender Opening Sheet, copies of which shall be issued to the Head of the Procuring Entity or an officer authorised by him or her and also to the members of the Tender Opening Committee and any authorised consultants and, to the Tenderers immediately.</p> <p>37.7 No Tender will be rejected at the Tender opening stage except the LATE Tenders as stated in the ITT Clause 33.</p>
38. Evaluation Process	<p>38.1 Tender Evaluation Committee (TEC) may consider a Tender as responsive in the Evaluation, only if it is submitted in compliance with the mandatory requirements set out in the Tender Document. The evaluation process should begin immediately after Tender opening following four steps:</p> <ul style="list-style-type: none"> (a) Preliminary Examination; (b) Technical Examinations and Responsiveness; (c) Financial evaluation and price comparison; (d) Post-qualification of the Tender.
39. Preliminary Examination	<p>39.1 TEC shall examine the Tenders to confirm that all documentation requested in ITT Clause 20 has been provided, to determine the completeness of each document submitted.</p> <p>39.2 TEC shall confirm that the following documents and information have been provided in the Tender. If any of these documents or information is missing, the Tender shall be rejected.</p> <ul style="list-style-type: none"> (a) Tender Submission Letter; (b) Priced Activity Schedule; (c) Written confirmation of authorization to commit the Tenderer; and (d) Valid Tender Security.
40. Technical Examination and Responsiveness	<p>40.1 If a Tender is not responsive to the mandatory requirements set out in the Tender Document, shall not subsequently be made responsive by the Tenderer by correction of the material deviation, reservation, or omission.</p> <p>40.2 There shall be no requirement as to the minimum number of responsive Tenders.</p> <p>40.3 There shall be no automatic exclusion of Tenders which are above or below the official estimate.</p> <p>40.4 TEC shall examine the adequacy and authenticity of the documentary evidence as stated under ITT Clause 24.</p> <p>40.5 TEC shall further examine the terms and conditions specified in Section 7: Performance specifications</p> <p>40.6 If after the examination, TEC determines that the Tender has complied the terms and conditions and the technical aspects, set out in ITT Sub Clause 40.4 & 40.5, it shall be considered responsive.</p>

	<p>40.7 TEC as a whole and each of its members themselves individually shall separately evaluate and marking as set forth in the TDS and rank the tender on the basis of technical point as stated in TDS in case of out sourcing(Man-power supply)as stated in ITT 20.1 & 22.6.</p> <p>40.8 Technical points (TP) as stated under ITT 40.7, not securing the precise minimum as specified in the TDS, shall be consider non-responsive.</p>
<p>41. Clarification on Tender</p>	<p>41.1 TEC may ask Tenderers for clarifications of their Tenders, including breakdowns of unit rates, in order to assist the examination and evaluation of the Tenders.</p> <p>41.2 Any request for clarifications by the TEC shall not be directed towards making an apparently non-responsive Tender responsive and reciprocally the response from the concerned Tenderer shall not be articulated towards any addition, alteration or modification to its Tender.</p> <p>41.3 If a Tenderer does not provide clarifications of its Tender by the date and time, its Tender shall not be considered in the evaluation.</p>
<p>42. Correction of Arithmetical Errors</p>	<p>42.1 Provided that the Tender is responsive, the TEC shall correct arithmetical errors on the basis that; (a) if there is a discrepancy between the unit price and the line item total price that is obtained by multiplying the unit price and quantity, the unit price will prevail and the line item total price shall be corrected (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected and, (c)if there is a discrepancy between words and figures, the amount in words shall prevail.</p> <p>42.2 Any arithmetical error or other discrepancies as stated in ITT Sub Clause 42.1 will be immediately notified by the TEC to the concerned Tenderer for acceptance.</p>
<p>43. Financial Evaluation</p>	<p>43.1 TEC shall evaluate each Tender that has been determined, up to this stage of the evaluation, to be responsive to the requirements set out in the Tender Document. Only technically responsive tenders will be considered for Financial Evaluation.</p> <p>43.2 To evaluate a Tender, the TEC shall consider the Tender price after adjustments for correction of arithmetical errors, as stated under ITT Sub Clause 42.1.</p> <p>43.3 Variations, deviations, alternative offers and other factors which are in excess of the requirements of the Tender Document or otherwise result in unsolicited benefits for the Procuring Entity will not be taken into account in Tender evaluation.</p> <p>43.4 In case of out-sourcing (Man-power supply), the tender shall be rejected, if the tenderer quoted the price less than the threshold provided by PE as stated in section 6. Activity schedule.</p>

44. Price Comparison	<p>44.1 TEC will compare all responsive Tenders to determine the lowest-evaluated Tender, in accordance with ITT Clause 43.</p> <p>44.2 In the extremely unlikely event that there is a tie for the lowest evaluated price, the Tenderer with the superior past performance with the Procuring Entity shall be selected, whereby factors such as Service period, quality of Service provided, complaints history and performance indicators could be taken into consideration.</p> <p>44.3 The successful Tenderer as stated under ITT Sub Clauses 44.1 and 44.2 shall not be selected through lottery under any circumstances.</p> <p>44.4 In case of tie for the evaluated price, the tender shall be selected based on the highest technical point scorer in regards to out-sourcing (Manpower).</p>
45. Negotiations	45.1 No negotiations shall be held during the Tender evaluation or award with the lowest or any other Tenderer.
46. Post-Qualifications	<p>46.1 The determination on Post-Qualification shall be based upon an examination of the documentary evidence of the Tenderer's eligibility and qualifications submitted by the Tenderer, pursuant to ITT Clause 24, clarifications in accordance with ITT Clause 41 and the qualification criteria indicated in ITT Clause 10,11,12, 13 and 14. Factors not included therein shall not be used in the evaluation of the Tenderer's qualification.</p> <p>46.2 In the event that the Tenderer with lowest evaluated Tender price fails the Post-qualification, the TEC shall make a similar determination for the Tenderer with the next lowest evaluated Tender price and so on from the remaining responsive Tenders, if the evaluated cost of the Tender is acceptable to the TEC.</p>
47. Rejection of All Tenders	<p>47.1 The Procuring Entity reserves the right to accept any Tender or to reject any or all the Tenders any time prior to contract award and, to annul the Procurement proceedings with prior approval of the Head of the Procuring Entity, any time prior to the deadline for submission of Tenders following specified procedures, without thereby incurring any liability to Tenderers, or any obligations to inform the Tenderers of the grounds for the Procuring Entity's action.</p> <p>47.2 The Procuring Entity may, in the circumstances as stated under ITT Sub Clause 47.3 reject all Tenders following recommendations from the TEC only after the approval of such recommendations by the Head of the Procuring Entity.</p> <p>47.3 All Tenders can be rejected, if -</p> <ul style="list-style-type: none"> (a) the price of the lowest evaluated Tender substantially exceeds the official estimate, provided the estimate is realistic; or (b) there is evidence of lack of effective competition; such as non-participation by a number of potential Tenderers; or (c) Tenders are not responsive; or (d) evidence of professional misconduct, affecting seriously the Procurement process, is established as per Chapter Seven of the Public Procurement Rules, 2008.

48. Informing Reasons for Rejection	48.1 Notice of the rejection will be given promptly within seven (7) days of decision taken by the Procuring Entity to all Tenderers and, the Procuring Entity will, upon receipt of a written request, communicate to any Tenderer the reason(s) for its rejection but is not required to justify those reason(s).
G. Contract Award	
49. Award Criteria	49.1 Prior to the expiry of the Tender Validity period and within one (1) week of receipt of the approval of the award by the Approving Authority, the Procuring Entity shall issue the Letter of Acceptance (LOA) to the successful Tenderer.
50. Letter of Acceptance	50.1 The LOA, attaching the contract as per the sample (Form PSN-6) to be signed, shall state: (a) the acceptance of the Tender by the Procuring Entity; (b) the price at which the contract is awarded; (c) the date and time within which the Contract shall be signed.
	50.2 The LOA shall be accepted by the successful Tenderer within seven (7) working days from the date of its issuance.
	50.3 Until a formal contract is signed, the LOA will constitute a Contract, which shall become binding upon the signing of the Contract by both parties.
51. Performance Security	51.1 The Performance Security shall be provided by the successful Tenderer in currency at the percentage as specified in the TDS.
	51.2 The Procuring Entity, upon recommendation of the TEC, may increase the amount of the Performance Security above the amounts as stated under IIT Sub Clause 51.1 but not exceeding twenty five (25) percent of the Contract price, if it is found that the Tender is significantly below the official estimated cost or unbalanced as a result of front loading.
	51.3 The proceeds of the Performance Security shall be payable to the Procuring Entity unconditionally upon first written demand as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract.
52. Form and Time Limit for Furnishing of Performance Security	52.1 The Performance Security, as stated under IIT Clause 51, may be in the form of a Pay Order or Bank Draft, or an irrevocable Bank Guarantee in the format (Form PSN-8), issued by any scheduled Bank of Bangladesh acceptable to the Procuring Entity.
	52.2 Within fourteen (14) days from the date of acceptance of the LOA but not later than the date specified therein, the successful Tenderer shall furnish the Performance Security for the due performance of the Contract in the amount as stated under IIT Sub Clauses 51.1 or 51.2.
53. Validity of Performance Security	53.1 The Performance Security shall be required to be valid until a date twenty-eight (28) days beyond the Intended Completion Date as specified in Tender Document.

54. Authenticity of Performance Security	54.1 The Procuring Entity shall verify the authenticity of the Performance Security submitted by the successful Tenderer by sending a written request to the branch of the bank issuing the Pay Order, Bank Draft or irrevocable unconditional Bank Guarantee in specified format.
55. Contract Signing	<p>55.1 Within twenty-eight (28) days of issuance of the LOA, the successful Tenderer and the Procuring Entity shall sign the contract provided that the Performance Security submitted by the Tenderer is found to be genuine.</p> <p>55.2 Failure of the successful Tenderer to sign the Contract, as stated under ITT Sub Clause 49.1, shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event the Procuring Entity may award the Contract to the next lowest evaluated responsive Tenderer, who is determined by the TEC to be qualified to perform the Contract satisfactorily.</p>
56. Publication of Award of Contract	56.1 The LOA for Contracts of Taka one (1) crore and above shall be notified by the Procuring Entity to the Central Procurement Technical Unit within seven (7) days of issuance of the LOA for publication in their website and, that of below Taka one (1) crore shall be immediately published by the Procuring Entity on its Notice Board and where applicable on the website of the Procuring Entity.
57. Debriefing of Tenderers	57.1 Debriefing of Tenderers by the Procuring Entity shall outline the relative status and weakness only of his or her Tender requesting to be informed of the grounds for not accepting the Tender submitted by him or her without disclosing information about any other Tenderer. In the case of debriefing, confidentiality of the evaluation process shall be maintained.
58. Debriefing of Tenderers	58.1 Tenderer has the right to complain in accordance with the Public Procurement Act 2006 and the Public Procurement Rules, 2008.



Section 2. Tender Data Sheet

<i>Instructions for completing TDS are provided in italics in parenthesis for the relevant ITT clauses</i>	
ITT Clause	Amendments of, and Supplements to, Clauses in the Instructions to Tenderers
	IFT IDENTIFICATION NO: 28.19.0000.306.11.001.25.
A. General	
ITT 1.1	<p>The Employer is:</p> <p>Rupantarita Prakritik Gas Company Limited Plot:27, Nikunja-2, New Airport Road Khilkhet, Dhaka-1229. Telephone: 02-41040345. e-mail address: gadmin@rpgcl.org.bd Website: www.rpgcl.org.bd</p> <p>The Name of the Service is: <i>Providing outsourcing manpower for the services of Driving, Generator Operating, Imamoti, Speedboat Operating, Gardening, Cooking, Cleaning, Office Attending, Gas Dispensing, Firefighting, Security, Lift Operating and Similar other necessary services at Head Office, different Installations and sites of RPGCL.</i></p> <p>Brief Description: The service provider shall provide outsourcing services through manpower to ensure satisfactory routine works as per requirement of RPGCL at different premises/locations.</p> <p>Tender Ref: 28.19.0000.306.11.001.25. Date: 22 July 2025</p>
ITT 1.2	The Intended Completion Date of the Contract is: 31 December 2027.
ITT 3.1	The source of public fund is: Own fund of Company.
B. Tender Document	
ITT 8.1	<p>For clarification of Tender Document purposes only, the Procuring Entity's address is:</p> <p>General Manager (Administration) Rupantarita Prakritik Gas Company Limited. Plot:27, Nikunja-2, New Airport Road Khilkhet, Dhaka-1229. Telephone: 02-41040345. Facsimile: 880-2-58953948 E-mail address : gadmin@rpgcl.org.bd Website: www.rpgcl.org.bd</p> <p>A prospective Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address before 7 (seven) working days from the Tender Submission.</p> <p>A Pre-Bid Meeting will be held at 11.00 am on 03 August 2025 at Multipurpose Hall Room, RPGCL Bhaban (Level-07), Plot:27, Nikunja-2, New Airport Road, Khilkhet, Dhaka-1229.</p>

C. Qualification Criteria

ITT 11.1(a)	The minimum number of years of general experience of the Tenderer in contracting industries in public sector or multinational as Prime Contractor/Sub-Contractor/Management Contractor shall be 5 (Five) years. <i>[years counting backward from the date of publication of IFT in the newspaper]</i>																																				
ITT 11.1(b)	The minimum specific experience as a Prime Contractor in providing outsourced manpower (non-Consultant Services) of at least 02(two) contracts of similar nature, complexity and method/technology completed over a period of 05 (five) years supplying each minimum 110 outsourcing manpower in which 01 (one) shall be a gas sector public organization with a total value of at least of Tk.5.00 Crore (Five Crore) shall be required. Contract for providing outsourcing manpower services will be treated as similar nature. <i>[years counting backward from the date of publication of IFT in the newspaper]</i>																																				
ITT 12.1(a)	The required average annual turnover of the Tenderer shall be at least of the amount of Tk. 4.00 Crore (Four Crore) over the best three years in last five years. <i>[years counting backward from the date of publication of IFT in the newspaper]</i>																																				
ITT 12.1(b)	The minimum amount of liquid assets i.e. working capital or credit line(s)of the Tenderer shall be Tk.2.00 (Two) Crore.																																				
ITT 13.1	For services like Contract Supervising, Key Personnel and proposed services like driving, speedboat operating, generator operating, cleaning, attending, firefighting musthave the following qualifications and experience: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;">No</th> <th style="width: 55%;">Name of the Service</th> <th style="width: 20%;">Total Works Experience (years)</th> <th style="width: 20%;">In Similar Works Experience (years)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">01</td> <td style="text-align: center;">Contract Supervising (Minimum Graduate/Equivalent Pass)</td> <td style="text-align: center;">5</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">02</td> <td style="text-align: center;">Key Personnel (Minimum H.S.C/Equivalent Pass)</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">03</td> <td style="text-align: center;">Generator Operating (Minimum S.S.C/Equivalent Pass)</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">04</td> <td style="text-align: center;">Speedboat Operating (Minimum S.S.C/Equivalent Pass)</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">05</td> <td style="text-align: center;">Driving (Minimum Eight/Equivalent Pass)</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">06</td> <td style="text-align: center;">Cleaning (Minimum Eight/Equivalent Pass)</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">07</td> <td style="text-align: center;">Firefighting (Minimum Eight/Equivalent Pass)</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">08</td> <td style="text-align: center;">Attending (Minimum S.S.C/Equivalent Pass)</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1</td> </tr> </tbody> </table> <p style="margin-top: 10px;">N.B. If not agreed with ITT 40.7(2)(f) in TDS then documentary evidence of the Qualification and Experience for proposed manpower will be submitted according to the instructions as stated in <i>Appendix C</i>.</p>	No	Name of the Service	Total Works Experience (years)	In Similar Works Experience (years)	01	Contract Supervising (Minimum Graduate/Equivalent Pass)	5	3	02	Key Personnel (Minimum H.S.C/Equivalent Pass)	5	5	03	Generator Operating (Minimum S.S.C/Equivalent Pass)	2	1	04	Speedboat Operating (Minimum S.S.C/Equivalent Pass)	2	1	05	Driving (Minimum Eight/Equivalent Pass)	5	5	06	Cleaning (Minimum Eight/Equivalent Pass)	1	1	07	Firefighting (Minimum Eight/Equivalent Pass)	2	1	08	Attending (Minimum S.S.C/Equivalent Pass)	2	1
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ITT 14.1	The Tenderer shall own the major Service equipment, in full working order as follows as stated in Part-B under Section 6. Activity Schedule& Section 7, Appendix-F .																																				

D. Tender Preparation

ITT 20.1(k)	<p>The Tenderer shall submit with its Tender the following additional documents:</p> <ol style="list-style-type: none">Latest Trade Licence certificate.VAT Registration Certificate.TIN certificate.Latest IT Return certificate.Updated Contractor Licence of Outsourced manpower supplier issued from Department of Inspection of Factories and Establishments (DIFE), Ministry of Labour and Employment with at least category C.Certificate from employers in support of competence to conduct training programs.Certification from employers' end issued to tenderer regarding the number of manpower supplied.Original Money Receipt for purchasing of tender document.Documentary evidence of the Qualification and Experience of above-mentioned manpower as stated in TDS under Clause ITT 13.1.Curriculum vita of proposed manpower as stated under in TD Sunder Clause ITT 40.7(1)(b)Documentary evidence of tenderer's own Organizational Management Infrastructure having at least 3 (three) officers, Crisis management & Emergency Response System (ERS) and Training Center/School having adequate facilities with at least 3(three) efficient trainers as stated in TDS under clause ITT 40.7(d) and ITT 40.7(e).Copy of NID of the authorized signatory.Service Rule made by the tenderer for the proposed outsourced manpower. <p>All documents submitted must be attested by a first-class gazetted Officer.</p>
ITT 22.7	<p>Threshold limit of service commission not less than 5% (five percent).</p> <p>A Tenderer quoting less than the rate of above-mentioned commission in Section 6: Activity schedule of the Tender Document as stated under ITT Sub 22.6, shall be declared non-responsive.</p>
ITT 24.1(j)	<p>The required reports on the financial standing, such as profit and loss statements and audited balance sheet shall be for the past one year.</p>
ITT 25.1	<p>The Tender Validity period shall be 120 (One Hundred Twenty) days.</p>
ITT 26.1	<p>The amount of the Tender Security shall be Tk. 20,000,00.00 (Twenty Lac) in the form of Bank Guarantee (PSN-7) or Pay Order in original form (not copy) issued by a scheduled bank in Bangladesh with full obligation and liabilities in favour of Rupantarita Praktik Gas Company Limited.</p>

E. Tender Submission

ITT 30.1	<p>In addition to the Original of the Tender 1 (one) Copy shall be submitted.</p>
ITT 30.1	<p>Adding the clause ITT 30.1 as follows:</p> <ol style="list-style-type: none">Document to be submitted for Technical and Financial offer in separate sealed envelope with a clean marking on the envelope as "Technical Offer" & "Financial Offer".The tenderer shall enclose the original technical proposal with all the relevant particulars of the tender in one envelope and Financial proposal in another envelope. The Technical and The Financial envelopes shall then be submitted separately and sealed in 1(one) single outer envelope.

- 3) The inner and outer envelopes shall bear-
 - A) the name of the tender and the tender number as stated in the TDS.
 - B) be addressed to the employer at the address specific in the TDS.
 - C) the name and address of the tenderer.
 - D) any additional identification marks as specified in the TDS.
- 4) The technical offer enclosed and sealed in the envelope and to be marked as "Technical Offer" with bearing a statement on the technical offer "DO NOT OPEN BEFORE" the time and date for tender opening as specified in the TDS.
- 5) The Financial proposal shall contain the following:
 - A. The price proposal sheet (Section 6. Activity schedule)
 - B. The price schedule (Section 6.) in accordance with IIT clause 22.6 & 22.7.
 - C. The "Financial Offer's enclosed and sealed in another envelope and to be clearly marked as "Financial Offer".
- 6) If all envelopes are not sealed and marked as required by IIT Clause-31, the employer will assume no responsibility for the misplacement or premature opening of the tender.

20/05/20

ITT 32.1 For Tender submission purposes only, the Procuring Entity's address is:
 Multipurpose Hall Room
 RPGCL Bhaban (Level 7),
 Plot: 27, Nikunja-2,
 New Airport Road, Khilkhet
 Dhaka-1229

The deadline for the submission of Tenders is:
 Time & Date: At 12:00 pm on 19 August 2025

F. Tender Opening and Evaluation

ITT 37.1 The Tender opening shall take place at:
 Multipurpose Hall Room
 RPGCL Bhaban (Level-7)
 Plot: 27, Nikunja-2, New Airport Road,
 Khilkhet, Dhaka-1229

Time & Date: At 12:15 pm on 19 August 2025

ITT 40.7 The points to be given as follows:

1) The following number of proposed Curriculum Vitae (CV) to be submitted by the Tenderer:

Name of the Service	Person/number	
	(a) Working in RPGCL	(b) Proposed Curriculum Vitae (CV)
Driving	36	01
Speedboat Operating	01	01
Imamoti	01	00
Generator Operating	02	01
Cooking	04	00
Gardening	01	00
Cleaning	04	05
Attending	38	06
Fire fighting	06	02
Security	15	00
Lift Operating	01	00
Gas Dispensing	06	00
Total manpower:	115	16

ITT 40.7

2) The Technical points (Tp) shall be distributed on the following criteria:

SI no	Name of Service	Service Worker	Points per CV	Allotted Points
01	Driving	37	0.5725	21.1825
02	Speedboat Operating	02	0.5725	1.145
03	Imamoti	01	0.5725	0.5725
04	Generator Operating	03	0.5725	1.7175
05	Cooking	04	0.5725	2.29
06	Gardening	01	0.5725	0.5725
07	Cleaning	09	0.5725	5.1525
08	Attending	44	0.5725	25.19
09	Firefighting	08	0.5725	4.58
10	Security	15	0.5725	8.5875
11	Lift Operating	01	0.5725	0.5725
12	Gas Dispensing	06	0.5725	3.435
				75.00
13	Tenderer's submitted own updated license from Inspector General of Department of Inspection for Factories and Establishment A to B Category = 05, C to Upper Category =8			08
14	General Experience as Prime Contractor in providing non- consulting services in public sector (5 years- 3 points, 6 years- 4 points, 7 years- 5 points, 8 years & above - 6 points)			06
15	Tenderer's Training Centre/School having adequate facilities with efficient trainer			05
16	The Tenderer must have a Contract Supervisor who is a minimum of graduation/equivalent pass and having at least 3 years of similar work experience out of a total of 5 years of experience. *CVs 1 point per person × 1 person; *Educational Qualification = 1 point per person × 1 person; *Experiences = 1 point per person × 1 person.			03
17	The Tenderer must have a Key Personnel who is a minimum of HSC/equivalent pass and having at least 5 years of experience. *CVs = 1 point per person × 1 person *Educational Qualification = 1 point per person × 1 person *Experiences = 1 point per person × 1 person			03
				100

Special Instructions:

- a. It's a requirement to provide CVs of proposed Manpower according to the Personnel Information (Form PSN-3) attaching 02 (Two) copies photographs, photocopy of NID with academic & experience certificates and other necessary documents.

- b. The service provider must prioritise absorbing/accommodating existing outsourcing manpower in RPGCL
- c. Nos. of categories and outsourcing manpower may be increased or decreased according to desire of RPGCL management.

[Procuring Entity shall allocate the point on CV as per Appendix-D]

Sub-criteria: Per Driving Service Worker		Sub-criteria: Per Speedboat Operating Service Worker	
Education	Eight pass = 0.20 pt	Education	SSC/Equivalent = 0.20 pt
Experience & Updated License	Exp. ≥ 5 years = 0.20 pt Exp < 5 years = 0 pt	Experience & Updated License	Exp. ≥ 2 years = 0.20 pt Exp < 2 years = 0 pt
Age	18-40 years = 0.1725 pt Age > 40 years = 0 pt	Age	18-40 years = 0.1725 pt Age > 40 years = 0 pt
Total:	0.5725	Total:	0.5725
Sub-criteria: Per Generator Operating Service Worker		Sub-criteria: Per Imamoti Service Worker	
Education	SSC/Equivalent = 0.20 pt	Education	Hafez & Dakhil = 0.20 pt
Experience & Updated License	Exp. ≥ 2 years = 0.20 pt Exp < 2 years = 0 pt	Experience	Exp. ≥ 2 years = 0.20 pt Exp < 2 years = 0 pt
Age	18-40 years = 0.1725 pt Age > 40 years = 0 pt	Age	18-40 years = 0.1725 pt Age > 40 years = 0 pt
Total:	0.5725	Total:	0.5725
Sub-criteria: Per Cooking/Attending/Cleaning/Security/Firefighting/Gardening/Gas Dispensing/Lift Operating Service Worker			
Education		Eight pass = 0.20 pt	
Experience		Exp. ≥ 2 years = 0.20 pt Exp < 2 years = 0 pt	
Age		18-40 years = 0.1725 pt Age > 40 years = 0 pt	
Total:		0.5725	

ITT 40.8 The minimum technical points (Tp) required to pass is 70% in case of manpower supply for individually and aggregated.

G. Contract Award

ITT 51.1 The amount of Performance Security shall 10% (ten percent) of the Contract price in the currency of Bangladesh Taka.

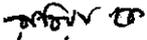
Add the followings:

“The successful service provider shall submit undertaken along with the performance guarantee in non-judicial stamp valued BDT 300/- duly attested and verified by notary public before signing of the contract as per format described in Appendix-H”.

Section 3. General Conditions of Contract

A. General

1	<p data-bbox="336 255 480 286">Definitions</p> <p data-bbox="564 255 1433 398">1.1 In the Conditions of Contract, which include Particular Conditions and these General Conditions; the following words and expressions shall have the meanings hereby assigned to them. Boldface type is used to identify the defined terms:</p> <ul data-bbox="603 398 1433 1892" style="list-style-type: none"><li data-bbox="603 398 1433 533">(a) Approving Authority means the authority which, in accordance with the Delegation of Financial Powers, approves the award of Contract for the Procurement of Goods, Works and Services;<li data-bbox="603 533 1433 633">(b) Appropriate Authority means the authority that gives decision on specific issues as per delegation of administrative and/or financial powers;<li data-bbox="603 633 1433 734">(c) Completion means the fulfilment of the Services by the Service Provider in accordance with the terms and conditions set forth in the Contract;<li data-bbox="603 734 1433 835">(d) Completion Date is the date of actual completion of the fulfilment of the Services certified by the Employer, in accordance with GCC Clause 49.1;<li data-bbox="603 835 1433 936">(e) Contract Agreement means the Agreement entered into between the Employer and the Service Provider together with the Contract Documents;<li data-bbox="603 936 1433 1081">(f) Contract Documents means the documents listed in the Agreement, including any Addendum thereto, that is these General Conditions of Contract (GCC), the Particular Conditions of Contract (PCC), and the Appendices;<li data-bbox="603 1081 1433 1149">(g) Contract Price means the price to be paid for the performance of the Services, in accordance with GCC Clause 41.1;<li data-bbox="603 1149 1433 1216">(h) Day means calendar day unless otherwise specified as working days;<li data-bbox="603 1216 1433 1283">(i) Effective Date means the date on which this Contract comes into force pursuant to GCC Clause 11.1;<li data-bbox="603 1283 1433 1350">(j) Employer is the party named in the PCC who engages the Service Provider to perform the Services;<li data-bbox="603 1350 1433 1865">(k) Force Majeure means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood, epidemics, or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder;<li data-bbox="603 1865 1433 1901">(l) GCC means the General Conditions of Contract;
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	<p>(m) Government means the Government of the People's Republic of Bangladesh;</p> <p>(n) Intended Completion Date is the date on which it is intended that the Service Provider shall complete the Services as specified in the PCC;</p> <p>(o) Month means calendar month;</p> <p>(p) Party means the Employer or the Service Provider, as the case may be, and "Parties" means both of them;</p> <p>(q) Service workers means professionals and support staff provided by the Service Provider and, assigned to perform the Services or any part thereof (duties and responsibilities are described in Appendix-G);</p> <p>(r) Reimbursable Expenses mean all assignment-related costs other than Service Provider's wages.</p> <p>(s) Wages means all costs related to payments of fees to the Service Provider for the time spent by the professional and other staff on assignment related activities;</p> <p>(t) PCC means the Particular Conditions of Contract by which the GCC may be amended or supplemented;</p> <p>(u) Services means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendices A to I of the Contract Agreement;</p> <p>(v) Service Provider is a Person or a corporate body whose tender to provide the Services has been accepted by the Employer and as specified in the PCC;</p> <p>(w) Third Party means any person or entity other than the Government, the Employer and the Service Provider;</p> <p>(x) Writing means communication written by hand or machine duly signed and includes properly authenticated messages by facsimile or electronic mail.</p>
2. Communications and Notices	2.1 Communications between Parties (notice, request or consent required or permitted to be given or made by one party to the other) pursuant to the Contract shall be in writing to the address as specified in the PCC.
3. Governing Law	3.1 The Contract shall be governed by and interpreted in accordance with the laws of the People's Republic of Bangladesh.
4. Governing Language	4.1 The Contract shall be written in English. All correspondences and documents relating to the Contract may be written in <i>English or Bangla</i> .
5. Documents Forming the Contract and Priority of Documents	5.1 The documents forming the Contract Agreement shall be interpreted as in the Contract Agreement in Section 5 .
6. Assignment	6.1 The Service Provider shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Service Provider's rights, claims or obligations under this Contract except with the prior written approval of the Employer.
7. Eligible Services	7.1 The Service Provider shall be a national of Bangladesh.

8. Taxes and Duties	<p>8.1 The Service Provider shall be entirely responsible for all applicable taxes, custom duties, other levies imposed or incurred inside and outside Bangladesh.</p> <p>8.2 Tenderer is subjected to local Taxes as per the applicable Law, in case outsourcing (Man power supply). AIT deducted from the commission at source, or as per legislative change.</p> <p>8.3 Tenderer and his deployed workers/manpower is subjected to VAT on amounts payable by the client as per the applicable Law in case out-sourcing (Man power supply) which will be deducted at source.</p>
9. Corrupt, Fraudulent, Collusive or Coercive Practices	<p>9.1 The Government requires that Employer, as well as Service Provider shall, during the Procurement proceedings and the execution of Contracts under public funds, ensure-</p> <ul style="list-style-type: none"> (a) strict compliance with the provisions of Section 64 of the Public Procurement Act, 2006; (b) abiding by the code of ethics as mentioned in the Rule127 of the Public Procurement Rules, 2008; (c) that neither it, nor any other member of its staff, or any other agents or intermediaries working on its behalf engages in any such practice as detailed in GCC Sub Clause 9.1(b). <p>9.2 Should any corrupt or fraudulent practice of any kind come to the knowledge of the Employer, it shall, in the first place, allow the Service Provider to provide an explanation and shall take actions only when a satisfactory explanation is not received. Such decision and the reasons therefore, shall be recorded in the procurement proceedings and promptly communicated to the Service Provider concerned. Any communications between the Service Provider and the Employer related to matters of alleged fraud or corruption shall be in writing.</p> <p>9.3 If corrupt, fraudulent, collusive or coercive practices of any kind determined by the Employer against the Service Provider alleged to have carried out such practices, the Employer will:</p> <ul style="list-style-type: none"> (a) exclude the Service Provider from further participation in the particular procurement proceeding; or (b) declare, at its discretion, the Service Provider to be ineligible to participate in further Procurement proceedings, either indefinitely or for a specific period of time.
B. Commencement, Completion and Modification	
10. Program	10.1 Before commencement of the Services, the Service Provider shall submit to the Employer for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.
11. Effectiveness of Contract	11.1 The Contract shall come into force on the date the Contract is signed by both Parties and such other date as specified in the PCC.
12. Starting Date	12.1 The Service Provider shall commence carrying out the Services not later than the number of days as specified in the PCC, after the date the Contract becomes effective.

13. Intended Completion Date	13.1 Unless terminated earlier pursuant to GCC Clauses 48 to 57, the Service Provider shall complete the activities by the Intended Completion Date as specified in the PCC.
14. Modifications or Variations	14.1 The Employer may notify the Service Provider to alter, amend, omit, add to, or otherwise vary the services, provided that the changes in the Services involved are necessary for the satisfactory completion of the assignment.
	14.2 Any modification or variation of the terms and conditions of the Contract, including any modification or variation of the Scope of the Services, may only be made by written agreement between the Parties. Each Party shall give due consideration to any proposals for modification or variation made by the other Party.
C. Service Provider's Service workers	
15. General	15.1 The Service Provider shall employ and provide such qualified and experienced Service workers as are required to carry out the Services under the Contract.
16. Description of Service workers	16.1 The title, agreed job description, precise minimum qualification and period of engagement in carrying out of the Services of each of the Service Provider's Key Personnel are described in Appendix C , to the Contract.
	16.2 The periods of engagement of Key Personnel set forth in Appendix-C may be increased by agreement in writing between the Employer and the Service Provider, if additional work is required beyond the Scope of the Services specified in Appendix-A to the Contract. In case that will cause payments under the Contract to exceed the ceiling set forth in GCC Sub Clause 40.1 of this Contract, this will follow procedures as stated under GCC Clause 14.1, including prior review where necessary.
17. Approval of Service workers	17.1 The Employer approves the Key Personnel listed by title as well as by name in Appendix-C to the Contract. In respect of other Service workers that the Service Provider proposes to use in carrying out of the Services, the Service Provider shall submit to the Employer for review and approval a copy of their Curricula Vitae (CVs).
18. Removal and/or Replacement of Service workers	18.1 Except as the Employer may otherwise agree, no changes shall be made in the Service workers. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Service workers, the Service Provider shall forthwith provide as a replacement a person of equivalent or higher qualifications acceptable to the Employer.
D. Obligations of the Service Provider	
19. General	19.1 The Service Provider shall perform the Services and carry out its obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The

	Service Provider shall always act, in respect of any matter relating to this Contract or to the Services and, shall at all times support and safeguard the Employer's legitimate interests in any dealings with Third Parties.
20. Conflict of Interests	20.1 The Service Provider shall hold the Employer's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests, pursuant to Rule 55 of the Public Procurement Rules, 2008 including amendment thereto.
21. Service Provider Not to Benefit from Commissions Discounts etc.	21.1 The Service Provider shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or in the discharge of their obligations hereunder, and the Service Provider shall use their best efforts to ensure that any Service workers and agents of either of them, similarly shall not receive any such additional wages.
22. Service Provider and Affiliates not to Engage in Certain Activities	22.1 The Service Provider agrees that, during the term of this Contract and after its termination, the Service Provider and any entity affiliated with the Service Provider, shall be disqualified from providing goods, works or services (other than the services or continuation thereof for any project resulting from or closely related to this service.
23. Prohibition of Conflicting Activities	23.1 The Service Provider, during the term of this Contract, shall not engage, and shall cause their Service workers not to engage, either directly or indirectly, in any business or professional activities in Bangladesh that would conflict with the activities assigned to them under this Contract.
24. Confidentiality	24.1 The Service Provider and the Service workers shall not at any time disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Employer's business or operations without the prior written consent of the Employer.
25. Indemnification	25.1 The Service Provider shall indemnify, hold and save harmless, and defend, at its own expense, the Employer, its officials, agents, and service workers from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Service Provider, or the Service Provider's officers, agents, and service workers, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of Employer's liability and Workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Service Provider, its officers, agents and service workers.
	25.2 The obligations as stated under GCC Sub Clause 19.1 shall not lapse upon conclusion or termination of this Contract provided that the Service provider is notified of such actions, claims, losses or damages not later than the number of months as specified in the PCC.

26. Insurance to be taken out by the Service Provider	26.1 The Service Provider, if so specified in the PCC, (a) shall take out and maintain at their own cost, but on terms and conditions approved by the Employer, insurance against the risks, and for the coverage; and (b) at the Employer's request, shall provide evidence to the Employer showing that such insurance has been taken out and maintained and that the current premiums have been paid.
27. Accounting, Inspection and Auditing	27.1 The Service Provider shall (a) keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with nationally/internationally accepted accounting principles and in such form and detail as will clearly identify all relevant changes in time and costs, and the bases thereof; and (b) periodically permit the Employer or its designated representative up to five (5) years from the conclusion or termination of this Contract, to inspect the same and make copies as well as to have them audited by auditors appointed by the Employer, if so required by the Employer.
28. Service Provider's Actions Requiring Employer's Prior Approval	28.1 The Service Provider shall obtain the Employer's prior approval in writing before taking any of the following actions: (a) any change or addition to the Service workers listed in Appendix C to the Contract; (b) any change in the Program of activities; and (c) any other action that may be specified in the PCC.
29. Reporting Obligations	29.1 The Service Provider shall submit to the Employer the reports and documents specified in Appendix-B to the Contract hereto, in the form, in the numbers and within the time periods set forth in the Appendix-B .
30. Proprietary Rights on Documents Prepared by the Service Provider	30.1 All plans, maps, diagrams, drawings, specifications, designs, statistics, reports, other documents, data and software compiled or prepared by the Service Provider for the Employer under this Contract shall become and remain the absolute property of the Employer, and the Service Provider shall, not later than upon conclusion or termination of this Contract, deliver all such documents to the Employer, together with a detailed inventory.
31. Liquidated Damages	31.1 If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as stated under GCC Sub Clause 31.2.
	31.2 The Service Provider shall pay liquidated damages to the Employer at the rate per day stated in the PCC for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the PCC. The Employer may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities.

27.1

32. Correction for Over-payment	32.1 If the Intended Completion Date is extended after liquidated damages have been paid, the Employer shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate. The Service Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in GCC Sub Clause 45.1.
33. Lack of Performance damages claim	33.1 If the Service Provider has not corrected a Defect within the time specified in the Employer's notice, damages for Lack of performance will be paid by the Service Provider. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as described in GCC Sub clause 53.1 and, as specified in the PCC.
34. Performance Security	<p>34.1 The Employer shall notify the Service Provider of any claim made against the Bank issuing the Performance Security.</p> <p>34.2 The Employer may claim against the security if any of the following events occurs for fourteen (14) days or more.</p> <p>(a) The Service Provider is in breach of the Contract and the Employer has duly notified him or her; and</p> <p>(b) The Service Provider has not paid an amount due to the Employer and the Employer has duly notified him or her.</p> <p>34.3 In the event the Service Provider is liable to pay compensation under the Contract amounting to the full value of the Performance Security or more, the Employer may call the full amount of the Performance Security.</p>
E. Obligations of the Employer	
35. Assistance and Exemptions	<p>35.1 The Employer shall use its best efforts to ensure that the Government shall:</p> <p>(a) provide the Service Provider and Service workers with documents as shall be necessary to enable the Service Provider or Service workers to perform the Services;</p> <p>(b) issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services;</p> <p>(c) assist the Service Provider in obtaining necessary licenses and permits needed to carry out the Services; and</p> <p>(d) provide to the Service Provider and Service workers any such other assistance as may be specified in the PCC.</p>
36. Change in the Applicable Law Related to Taxes	36.1 If, after the date of signing of the Contract, and during the performance of the Contract, there is any change in the Applicable Law with respect to taxes which increases or decreases the cost incurred by the Service Provider in performing the Services, then the amounts otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties hereto, and corresponding adjustments shall be made to the ceiling amount specified in GCC Sub Clause 40.1.

37. Services and Facilities	37.1 The Employer shall make available to the Service Provider, for the purposes of the Services, free of any charge, the services and facilities described in Appendix-E to the Contract at the times and in the manner specified.
38. Payment	38.1 In consideration of the Services performed by the Service Provider under this Contract, the Employer shall make to the Service Provider such payments and in such manner as stated under GCC Clauses 39 to 48.
F. Payments to the Service Provider	
39. Payments: General	39.1 All payments under this Contract shall be made to the account of the Service Provider as specified in the PCC.
40. Lump-Sum Payment	40.1 The total payment due to the Service Provider shall not exceed the Contract Price which is an all-inclusive fixed lump-sum covering all costs required to carry out the Services described in Appendix A ; except as stated under GCC Sub Clause 42.1.
41. Contract Price	41.1 The Contract Price is set forth in the PCC.
42. Payment for Additional Services	42.1 Payment for additional Services shall be made as agreed under GCC Sub Clause 14.
43. Terms and Conditions of Payment	43.1 Payments in respect of the Services shall be made according to the payment schedule stated in the PCC after the conditions listed in the PCC for such payment have been met, and the Service Provider has submitted an invoice, not later than fifteen (15) days after the condition met, to the Employer specifying the amount due. The Employer shall pay the Service Provider within thirty (30) days after the receipt of the invoices.
	43.2 Payment will be made individually to each deployed manpower and contractor's commission to their individual account by cross cheque or pay advice subjected to submitted and approved invoice as stated in GCC 43.1 in case of out sourcing (Man-power supply) .
	43.3 In the event of termination of this Contract pursuant to GCC Clauses to 48 to 57, the Employer shall make the payments to the Service Provider for Services satisfactorily performed prior to the effective date of termination.
44. Advance Payment	44.1 If so specified in the PCC, an Advance Payment for Mobilization, Materials and Supplies shall be made to the Service Provider, of the amount and within the number of days after the Effective Date as specified in the PCC. The Advance Payment shall be made against the provision by the Service Provider of an unconditional Bank Guarantee for the same amount which shall: (a) remain effective until the Advance Payment has been fully amortized as specified in the PCC; and (b) be in the format as shown in PSN-8.
	44.2 Advance Payments will be amortized by the Employer in instalments as specified in the PCC until fully amortized.

45. Interest on Delayed Payment	45.1 If the Employer has delayed payment beyond thirty (30) days after the due date, interest at the annual rate as specified in the PCC shall become payable as from the above due date on any amount due by, but not paid on, such due date.
46. Amendment to Contract	46.1 The amendment to Contract shall generally include extension of time to the Intended Completion Date, increase or decrease in original Contract price and any other changes duly approved under the Conditions of the Contract.
	46.2 The Employer contracting shall amend the Contract incorporating the required approved changes subsequently introduced to the original Terms and Conditions of the Contract in line with the Rules.
47. Final Payment	47.1 The final payment under this Contract shall be made only after the final report and a final statement, identified as such, shall have been submitted by the Service Provider and approved as satisfactory by the Employer.
48. Suspension of Payments	48.1 The Employer may, by written notice of suspension to the Service Provider, suspend all or part of the payments to the Service Provider hereunder if the Service Provider fails to perform any of its obligations under this Contract, including the carrying out of the Services, provided that such notice of suspension: <ul style="list-style-type: none"> (a) shall specify the nature of the failure, and (b) shall request the Service Provider to remedy such failure within a period not exceeding thirty (30) days after receipt by the Service Provider of such notice of suspension.
G. Time Control	
49. Completion of Services	49.1 The Service Provider shall carry out the Services in accordance with the Programme submitted by the Service Provider, as updated with the approval of the Employer and complete them by the Intended Completion Date as stated under GCC Clause 17.1.
50. Extension of the Intended Completion Date	50.1 In the event the Service Provider is unable to complete the assignment by the Intended Completion Date it may request the Employer to extend the Intended Completion Date giving reasons. The Employer shall extend the Intended Completion Date in the circumstances of Force Majeure defined under GCC Sub Clause 1.1 (k).
51. Progress Meeting	51.1 The Employer and the Service Provider shall arrange progress meetings at regular intervals to review the progress and performance of the works.

H. Quality Control	
52. Identifying Defects	52.1 The principle and modalities of Inspection of the Services by the Employer shall be as indicated in the PCC. The Employer shall check the Service Provider's performance and notify him or her of any Defects that are found. Such checks shall not affect the Service Provider's responsibilities.
53. Correction of Defects, and Lack of Performance Penalty	53.1 If the Service Provider has not corrected a Defect within the time specified in the Employer's notice, the Employer will assess the cost of having the Defect corrected, the Service Provider will pay this amount, and a Penalty for Lack of Performance calculated as described in GCC Sub Clause 33.1.
I. Termination	
54. Termination for Default	54.1 The Employer or the Service Provider, without prejudice to any other remedy for breach of Contract, by notice of default sent to the other party, may terminate the Contract in whole or in part if the other party causes a fundamental breach of contract. In such an occurrence one party shall give not less than thirty (30) days' written notice of termination to the other party.
55. Termination for Insolvency	55.1 The Employer and the Service Provider may at any time terminate the Contract by giving notice to the other party if: <ul style="list-style-type: none"> (a) the Employer becomes bankrupt or otherwise insolvent; (b) the Service Provider becomes insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary; or (c) in such event, termination will be without compensation to any party, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the other party.
56. Termination for Convenience	56.1 The Employer, by notice sent to the Service Provider, may in its sole discretion and for any reason whatsoever, terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Employer's convenience, the extent to which performance of the Service Provider under the Contract is terminated, and the date upon which such termination becomes effective.
57. Termination because of Force Majeure	57.1 The Employer and the Service Provider may at any time terminate the Contract by giving notice to the other party if, as the result of Force Majeure , the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
J. Settlement of Disputes	
58. Amicable Settlement	58.1 The Employer and the Service Provider shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

59. Adjudication	59.1 The Adjudicator named in the PCC is jointly appointed by the parties. In case of any disagreement between the parties at a later stage, the Appointing Authority as specified in the PCC shall appoint the Adjudicator within fourteen (14) days of receipt of such request from either party.
	59.2 If any dispute arises between the Employer and the Service Provider in connection with, or arising out of, the Contract or the provision of the Services, whether during carrying out the Services or after their completion, the matter shall be referred to the Adjudicator within fourteen (14) days of the notification of disagreement of one party to the other.
	59.3 The Adjudicator shall give a decision in writing within twenty eight (28) days of receipt of a notification of a dispute.
	59.4 The Adjudicator shall be paid by the hour at the rate specified in the PCC, together with reimbursable expenses of the types specified in the PCC, and the cost shall be divided equally between the Employer and the Service Provider, whatever decision is reached by the Adjudicator. Either party may refer a decision of the Adjudicator to an Arbitrator within twenty eight (28) days of the Adjudicator's written decision. If neither party refers the dispute to arbitration within the above twenty eight (28) days, the Adjudicator's decision will be final and binding.
	59.5 Should the Adjudicator resign or die, or should the Employer and the Service Provider agree that the Adjudicator is not functioning in accordance with the provisions of the Contract, a new Adjudicator will be jointly appointed by the Employer and the Service Provider. In case of disagreement between the Employer and the Service Provider, the Adjudicator shall be appointed by the Appointing Authority as specified in the PCC at the request of either party, within fourteen (14) days of receipt of such request.
60. Arbitration	60.1 If the Parties are unable to reach a settlement within twenty-eight (28) days of the first written correspondence on the matter of disagreement, then either Party may give notice to the other party of its intention to commence arbitration. Arbitration may be commenced prior to or after delivery of the Services under the Contract. Arbitration proceedings shall be conducted in accordance with the Arbitration Act (Act No 1 of 2001) of Bangladesh as at present in force at the location specified in the PCC.

Section 4. Particular Conditions of Contract

GCC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	IFT IDENTIFICATION NO: 28.19.0000.306.11.001.25
1.1 (j)	<p>The Employer is:</p> <p>Rupantarita Prakritik Gas Company Limited. Plot: 27, Nikunja-2, New Airport Road Khilkhet, Dhaka-1229. Telephone: 02-41040345 Facsimile: 880-2-58953948 E-mail address : gadmin@rpgcl.org.bd Website: www.rpgcl.org.bd</p> <p>The Service Provider is <i>[name, address and name of authorized representative]</i></p>
1.1 (n)	<p>The Intended Completion Date is 31 December 2027 from the date of signing of the contract.</p> <p>The Contract may be extended by the Employer, if necessary.</p>
GCC 2.1	<p>The addresses for Communications and Notices are:</p> <p>Employer</p> <p>General Manager Administration Division Rupantarita Prakritik Gas Company Limited. Plot: 27, Nikunja-2, New Airport Road Khilkhet, Dhaka-1229. Telephone: 02-41040345 Facsimile: 880-2-58953948 E-mail address : gadmin@rpgcl.org.bd Website: www.rpgcl.org.bd</p> <p>Service Provider</p> <p>Attention : Facsimile : E-mail :</p>
GCC 11.1	The date on which this Contract shall come into force is on the date the Contract is signed by both parties <i>[insert in the NOA]</i> .
GCC 12.1	The Starting Date for commencement of Services shall be within 10 (ten) days after the date the Contract is signed and in any case it shall not be later than 1 January 2026.
GCC 13.1	The intended completion date of the contract is 31 December 2027 <i>[the date shall cover the contract period counting from the date the contract becomes effective]</i>
GCC 25.2	The Service Provider is notified of such actions, claims, losses or damages not later than 3 (three) Months after conclusion or termination of the Services.

GCC 26.1(a)	The risks and the coverage shall be 10% of contract price as follows: Insurance against loss of or damage to (i) fittings and fixtures under this Contract, and (ii) the outsourced man power engaged for the performance of the Services
GCC 28.1(c)	The other actions that shall require Employer's approval are: b) Extension of time; c) Issuing a variation.
GCC 31.2	The Liquidated Damages is 0.05 of 1(ONE)% of the Contract Price per day of delay for payment of wages. The maximum amount of Liquidated Damages for the whole Contract is 10% of the final Contract Price.
GCC 33.1	The percentage of the cost of having a Defect assessed to be used for the calculation of Lack of Performance Penalty (ies) is 10%. Besides this, penalty/compensation shall be imposed on the service provider as described in Appendix-B .
GCC 35.1(d)	Assistance and exemptions for carrying out the services to be provided by the Employer are: The employer shall supply all necessary equipment, machines, instruments, tools and materials to carry out the proper and efficient services according to the detailed work specification as per the requirement under the condition of contract. N.B. Services and facilities provided by the employer are as stated in Appendix-E.
GCC 39.1	The particulars of the Bank Account nominated are as follows: Title of the Account : [insert title to whom the Contract awarded] Name of the Bank : [insert name with code, if any] Name of the Branch : [insert branch name with code, if any] Account Number : [insert number] Address : [insert location with district] Tel: Fax: e-mail address: [information furnished by the Service Provider shall be substantiated by the concerned Bank and authenticated by the Employer] Individual bank account of each workers shall be provided after the contract.
GCC 41.1	The Contract ceiling amount is:
GCC 43.1	Progress payments shall be made in line with agreed-on outputs in accordance with the milestones established as follows, subject to certification by the Employer, that the Services have been rendered satisfactorily, pursuant to qualitative assessment the performance indicators: • Payment shall be made by monthly. Add the following: "The service provider shall submit the declaration regarding the payment of monthly wages of manpower in every month to their <i>own naming bank accounts</i> along with their invoice as per format described in Appendix-I ".

GCC 44.1	Advance Payment: Not Applicable.
GCC 45.1	The Service Provider shall be entitled to receive financing charges for delayed payment during the period of delay at the rate of <i>[insert percentage]</i> : Not Applicable.
GCC 52.1	<p>The principle and modalities of inspection of the Services by the Employer are as follows:</p> <p>a) The employer's representative shall check the Service Provider's services and notify the Service Provider for any defects and discrepancies as reported. Such checking shall not affect the Service Provider's responsibilities.</p> <p>b) Every time the Service Provider is informed to the defect/discrepancy, the Service Provider shall correct the same at their own cost and responsibility.</p> <p>The Defects Liability Period is 6 (six) months.</p>
GCC 53.1	<p>Add the followings:</p> <p>"The service provider shall be liable for any loss or damage of the properties of RPGCL as well as efficient, diligent and proper duties of the outsourcing manpower and regular monthly payment to its manpower failing which penalty/compensation shall be imposed on the service provider as per Appendix-B".</p>
GCC 59.1	<p>The Adjudicator jointly appointed by the parties is: If necessary.</p> <p>Name: Phone no: Fax No:</p> <p>In case of disagreement between the parties at the subsequent stage, the Appointing Authority for the Adjudicator is the President of the Institution of Engineers, Bangladesh.</p>
GCC 59.4	The Adjudicator will be paid at the rate of maximum Tk. 8,000.00 (eight thousand) per hour of work. The following reimbursable expenses are admissible: Report preparation, communication, transports etc. not exceeding Tk. 20,000.00 (twenty thousand).
GCC 59.5	In case of disagreement between the parties, the appointing Authority for the Adjudicator is the president of the institute of Engineers, Bangladesh (IEB)
GCC 60.1	<p>The place of Arbitration is:</p> <p>Rupantarita Prakritik Gas Company Limited. Plot:27, Nikunja-2, New Airport Road Khilkhet, Dhaka-1229.</p>

Section 5. Tender and Contract Forms

Form	Title
	Tender Forms
PSN - 1	Tender Submission Letter
PSN - 2	Tenderer Information
PSN - 3	Service workers Information
PSN - 4	Bank Guarantee for Tender Security <i>(when this option is chosen)</i>
PSN - 5	Letter of Commitment <i>(when this option is chosen)</i>

Forms PSN-1 to PSN-5 comprises part of the Tender Format and should be completed as stated in ITT Clauses 20.

Form	Title
	Contract Forms
PSN - 6	Letter of Acceptance
PSN - 7	Contract Agreement <i>(includes Appendices)</i>
PSN - 8	Bank Guarantee for Performance Security <i>(when this option is chosen)</i>

Forms PSN -6 to PSN -8 comprise part of the Contract Format as stated in GCC Clause 5.

Tender Submission Letter (Form PSN-1)

[This letter should be completed and signed by the Authorised Signatory preferably on the Letter-Head Pad of the Tenderer & must be submitted with financial offer]

To
General Manager (Administration)
Administration Division
Rupantarita Prakritik Gas Company Limited.
Plot: 27, Nikunja-2, New Airport Road
Khilkhet, Dhaka-1229.

Date:

Invitation for Tender No: 28.19.0000.306.11.001.25. Date: 22 July 2025

We, the undersigned, offer to execute in conformity with the Conditions of Contract and associated Contract documents, the following non-Consultant Services, viz.:

Providing outsourcing manpower for the services of Driving, Generator Operating, Imamoti, Speedboat Operating, Gardening, Cooking, Cleaning, Office Attending, Gas Dispensing, Firefighting, Security, Lift Operating and Similar other necessary services at Head Office, different Installations and sites of RPGCL.

In accordance with ITT Clauses 22 and 23, the following prices apply to our Tender:

The Tender Price is:	Tk. <i>[in figures]</i>
(ITT SubClause 22.2)	Taka <i>[in words]</i>

[In case of manpower supply, this submission letter shall be submitted without tender price in the technical envelope and the same submission letter with tender price shall be submitted in the financial envelope.]

In signing this letter, and in submitting our Tender, we also confirm that:

- our Tender shall be valid for the period stated in the Tender Data Sheet (ITT SubClause 25.1) and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- a Tender Security is attached in the form of a *[pay order/bank draft/bank guarantee]* in the amount stated in the Tender Data Sheet (ITT Sub Clause 26.1) and valid for a period of twenty-eight (28) days beyond the Tender validity date;
- if our Tender is accepted, we commit to furnish a Performance Security within the time stated under ITT Sub Clause 52.2 in the amount stated in the Tender Data Sheet (ITT SubClauses 51.1 and 51.2) and in the form specified (ITT SubClause 52.1) valid for a period of twenty-eight (28) days beyond the date of issue of the Completion Certificate of the non-Consultant Service;
- we have examined and have no reservations to the Tender Document, issued by you on *[insert date]*; including Addendum to Tender Document No *[insert numbers]*, issued in accordance with the Instructions to Tenderers (ITT Clause 9). *[insert the number and issuing date of each addendum; or delete the underlined sentence if no Addendum has been issued];*

- (e) we declare that we are not associated, nor have been associated in the past, directly or indirectly, with a consultant or any other entity that has prepared the design, specifications and other documents in accordance with ITT Sub Clause.5;
- (f) we have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with ITT Sub Clause 5.7;
- (g) furthermore, we are aware of ITT Clause 4 concerning such practices and pledge not to indulge in such practices in competing for or in executing the Contract;
- (h) we confirm that we do not have a record of poor performance, such as abandoning the works, not properly completing contracts, inordinate delays, or financial failure, and that we do not have, or have had, any litigation against us, other than that stated in the Tenderer Information (Form PSN-2);
- (i) we are not participating as Tenderers in more than one Tender in this Tendering process. We understand that your written Letter of Acceptance constitute the acceptance of our Tender and shall become a binding Contract between us, until a formal Contract is prepared and executed;
- (j) we confirm that we do not have a record of insolvency, receivership, bankrupt or being wound up, our business activities were not being suspended, and it was not the subject of legal proceedings;
- (k) we confirm that we have fulfilled our obligations to pay taxes and social security contributions applicable under the relevant national laws and regulations of Bangladesh in accordance with ITT Sub Clause 5.5;
- (l) we accept the appointment of *[insert the name proposed in the PCC]* as the Adjudicator with hourly fees and reimbursable as stated in GCC Sub Clause 59.1;
- (m) we understand that you reserve the right to reject all the Tenders or annul the Tender proceedings, without incurring any liability to Tenderers, in accordance with ITT Clause 47.

Signature:

Name:

In the capacity of:

Duly authorised to sign the Tender for and on behalf of the Tenderer

<i>[authorised representative of the Tenderer]</i>
<i>[insert full name of signatory with National ID Number]</i>
<i>[insert capacity of signatory]</i>

Attachment:

[ITT SubClause30.2]

Written confirmation authorising the above signatory to commit the Tenderer.

Tenderer Information (Form PSN-2)

[This Form should be completed only by the Tenderer, preferably on its Letter-Head Pad]

Invitation for Tender No: 28.19.0000.306.11.001.25 Date: 22 July 2025

1. Eligibility Information of the Tenderer [ITT -Clauses 5 & 24]					
1.1	Nationality of individual				
1.2	Tenderer's legal title				
1.3	Tenderer's registered address				
1.4	Tenderer's legal status <i>[complete the relevant box]</i>				
	Proprietorship				
	Partnership				
	Limited Liability Concern				
	Government-owned Enterprise				
	Others <i>[please describe, if applicable]</i>				
1.5	Tenderer's year of registration				
1.6	Tenderer's authorised representative details				
	Name				
	National ID number, if any				
	Address				
	Telephone /Fax numbers				
	e-mail address				
1.7	Tenderer to attach photocopies of the original documents mentioned aside			[All documents required under ITT Clauses 5 and 25]	
1.8	Tenderer's Value Added Tax Registration (VAT) Number				
1.9	Tenderer's Tax Identification Number (TIN)				
2. Qualification Information of the Tenderer [ITT Clause 24]					
2.1 General Experience in non-Consultant Services of Tenderer					
	Start Month Year	End Month Year	Years	Contract No and Name of Contract Name and Address of Procuring Entity Brief description of Services	Role of Tenderer [Prime/Sub/Management]
2.2 Specific Experience in non-Consultant Services of Tenderer Completed Contracts of similar nature, complexity and methods/technology					
	Contract No Name of Contract		[insert reference no] of [insert year] [insert name]		
	Role in Contract <i>[tick relevant box].</i>		Prime Contractor	Subcontractor	Management Contractor
	Award date		[insert date]		
	Completion date		[insert date]		
	Total Contract Value		[insert amount]		

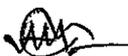
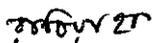
	Procuring Entity's Name Address Tel / Fax e-mail Brief justifications of the similarity	[state justification in support of its similarity compared to the proposed Services]		
2.4	Annual Turn Over of the Tenderer [ITT Sub Clause 24.1(a)] <i>[total certified payments received for contracts in progress or completed for each year]</i>			
	Year	Amount in BDT		
2.5	Financial Resources available to meet the cash flow for performance of Services [ITT Sub Clause 24.1(b)]			
	No	Source of Financing	BDT Amount Available	
In order to confirm the above statements, the Tenderer shall submit, as applicable, the documents mentioned in ITT Sub Clause 24.1(a), (b), (c), & (d).				
	Contact Details [ITT Sub Clause 24.1 (j)]			
	Name, address, and other contact details of Tenderer Bankers and other Procuring Entity(s) that may provide references, if contacted by this Procuring Entity			
2.6	Qualifications and experience of Contract Supervisor proposed for Contract administration and management [ITT Sub Clause 24.1(g)]			
	Name	Position	Qualifications	Years of Experience
				Total Works Experience Similar Works Experience
<i>[Tenderer to complete details of as many service workers as are applicable. Each service workers listed above should complete the Service workers Information (Form PSN-3)]</i>				
2.7	Equipment proposed to carry out the Contract [ITT Sub Clause 24.1(h)]			
	Item of Equipment and Consumables	Condition (new, good, average, poor)	Owned, leased or to be purchased (state owner, lessor or seller)	
<i>[Tenderer to list details of each item of major Equipment and Consumables described at Section 6: Activity Schedule. Also in Appendix F and SL No. 5]</i>				

Service workers Information (Form PSN-3)

[This Form should be completed for each person proposed by the Tenderer in Form PSN-2]

Name of the Tenderer:		<i>[insert Title]</i>	
Invitation for Tender No:28.19.0000.306.11.001.25 Date: 22 July 2025		<i>[indicate IFT No]</i>	
Tender Package No		<i>[indicate Package No]</i>	
A. Proposed Position (tick the relevant box)			
<input type="checkbox"/> Contract Supervisor		<input type="checkbox"/> Key Personnel	
B. Personal Data			
Name:			
Date of Birth:			
Years works experience:			
National ID Number, if any:			
Years of Employment with the Tenderer:			
Professional Qualifications:			
C. Present Employment <i>[to be completed only if not employed by the Tenderer]</i>			
Name of the Employer:			
Address of the Employer:			
Present Job Title:			
Years with the present Employer:			
Tel No:	Fax No:	e-mail address:	
Contact <i>[manager/service workers officer]</i> :			
D. Professional Experience (Not Applicable)			
Summarise professional experience over the last ten (10) years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project			
	From	To	Company / Project / Position / Relevant Experience
1			
2			

(Name and Signature of the Proposed Service workers)



Bank Guarantee for Tender Security (Form PSN-4)

[This is the format for the Tender Security to be issued by a scheduled Bank of Bangladesh in accordance with ITT Clause 26 & 27]

Invitation for Tender No:28.19.0000.306.11.001.25 Date: 22 July 2025

To
General Manager
Administration Division
Rupantarita Prakritik Gas Company Limited.
Plot: 27, Nikunja-2, New Airport Road
Khilkhet, Dhaka-1229.

TENDER GUARANTEE No:

We have been informed that [name of Tenderer] (hereinafter called "the Tenderer") intends to submit to you its Tender dated [date of Tender] (hereinafter called "the Tender") for the performance of the Services of *Providing outsourcing manpower for the services of Driving, Generator Operating, Imamoti, Speedboat Operating, Gardening, Cooking, Cleaning, Office Attending, Gas Dispensing, Firefighting, Security, Lift Operating and similar other necessary services at Head Office, different Installations and sites of RPGCL* under the above Invitation for Tenders (hereinafter called "the IFT").

Furthermore, we understand that, according to your conditions, the Tender must be supported by a Bank Guarantee for Tender Security.

At the request of the Tenderer, we [name of bank] hereby irrevocably and unconditional undertake to pay you, without cavil or argument, any sum or sums not exceeding in total an amount of Tk. [insert amount in figures and words] upon receipt by us of your first written demand accompanied by a written statement that the Tenderer is in breach of its obligation(s) under the Tender conditions, because the Tenderer:

- (a) has withdrawn its Tender after opening of Tenders but within the validity of the Tender Security; or
- (b) refused to accept the Letter of Acceptance (LOA) within the period as stated under ITT; or
- (c) failed to furnish Performance Security within the period stipulated in the LOA; or
- (d) refused to sign the Contract Agreement by the time specified in the LOA; or
- (e) did not accept the correction of the Tender price following the correction of the arithmetic errors as stated under ITT.

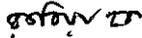
This guarantee will expire

- (a) if the Tenderer is the successful Tenderer, upon our receipt of a copy of the Contract Agreement signed by the Tenderer or a copy of the Performance Security issued to you in accordance with the ITT; or
- (b) if the Tenderer is not the successful Tenderer, twenty-eight (28) days after the expiration of the Tenderer's Tender validity period, being [date of expiration of the Tender validity plus twenty eight (28) days].

Consequently, we must receive at the above-mentioned office any demand for payment under this guarantee on or before that date.

Name and Signature

Name and Signature



Letter of Commitment for Bank's undertaking for Line of Credit (Form PSN-5)

[This is the format for the Credit Line to be issued by any scheduled Bank of Bangladesh in accordance with ITT Clause 24.1 (f)]

Invitation for Tender No: 28.19.0000.306.11.001.25 Date: 22 July 2025

To
General Manager
Administration Division
Rupantarita Prakritik Gas Company Limited.
Plot: 27, Nikunja-2, New Airport Road
Khilkhet, Dhaka-1229.

CREDIT COMMITMENT No: [insert number]

We have been informed that *[name of Tenderer]* (hereinafter called "the Tenderer") intends to submit to you its Tender (hereinafter called "the Tender") for the execution of the Works of *Providing outsourcing manpower for the services of Driving, Generator Operating, Imamoti, Speedboat Operating, Gardening, Cooking, Cleaning, Office Attending, Gas Dispensing, Firefighting, Security, Lift Operating and Similar other necessary services at Head Office, different Installations and sites of RPGCL.* under the above Invitation for Tenders (hereinafter called "the IFT").

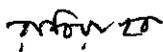
Furthermore, we understand that, according to your conditions, the Tenderer's Financial Capacity i.e. Liquid Asset must be substantiated by a Letter of Commitment of Bank's Undertaking for Line of Credit.

At the request of, and arrangement with, the Tenderer, we *[name and address of the Bank]* do hereby agree and undertake that *[name and address of the Tenderer]* will be provided by us with a revolving line of credit, in case awarded the Contract, for execution of the Works viz. *[insert name of works]*, for an amount not less than BDT *[in figure]* (*in words*) for the sole purpose of the execution of the above Contract. This Revolving Line of Credit will be maintained by us until issuance of "Completion Certificate" by the Procuring Entity.

In witness whereof, authorised representative of the Bank has hereunto signed and sealed this Letter of Commitment.

Signature

Signature



Letter of Acceptance (Form PSN-6)

Contract No:

Date:

To

[Name of the Service Provider]

This is to notify you that your Tender dated [insert date] for the performance of Services for [name of project/Contract] for the Contract price of Tk. [insert amount in figures and in words], as corrected and modified in accordance with the Instructions to Tenderers, has been approved by **Rupantarita Prakritik Gas Company Limited**.

You are thus requested to take following actions:

- i. accept in writing the Letter of Acceptance within seven (7) working days of its issuance pursuant to ITT Sub Clause 50.2.
- ii. furnish a Performance Security in the form as specified and in the amount of Tk. [insert amount in figures and words], within fourteen (14) days of acceptance of this Letter of Acceptance but not later than (specify date), in accordance with ITT Clause 52.2
- iii. sign the Contract within twenty-eight (28) days of issuance of this Letter of Acceptance but not later than (specify date), in accordance with ITT Sub Clause 49.1.

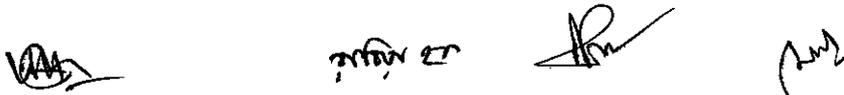
You may proceed with the execution of the said Contract for the provision of Services in accordance with the Contract documents only upon completion of the above tasks. You may also please note that this Letter of Acceptance shall constitute the formation of this Contract which shall become binding upon you.

We attach the draft Contract and all other documents for your signature and return.

Signed

Duly authorised to sign for and on behalf of
Rupantarita Prakritik Gas Company Limited.

Date:



Contract Agreement (Form PSN-7)

Lump-sum

THIS AGREEMENT made on this [day] day of [month][year] between Rupantarita Prakritik Gas Company Limited, Plot: 27, Nikunja-2, New Airport Road, Khilkhet, Dhaka-1229 of the one part and [name and address of the Service Provider] (hereinafter called "the Service Provider") of the other part:

WHEREAS the Procuring Entity invited Tenders for certain Services named *Providing outsourcing manpower for the services of Driving, Generator Operating, Imamoti, Speedboat Operating, Gardening, Cooking, Cleaning, Office Attending, Gas Dispensing, Firefighting, Security, Lift Operating and Similar other necessary services at Head Office, different Installations and sites of RPGCL.* and has accepted the Tender submitted by the Tenderer for providing those Services in the sum of Taka [Contract price in figures and in words] (hereinafter called "the Contract price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract hereafter referred to.
2. The documents forming the Contract shall be interpreted in the following order of priority:
 - (a) the signed Contract Agreement
 - (b) the Letter of Acceptance
 - (c) the Service Provider's completed Tender
 - (d) the Particular Conditions of Contract
 - (e) the General Conditions of Contract
 - (f) the Performance Specifications and Drawing including Appendix-A, B, C, D, E, F, G, H & I.
 - (g) the priced Activity Schedule
 - (h) any other document listed in the PCC forming part of the Contract
3. In consideration of the payments to be made by the Employer to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Employer to provide and complete the services and to remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Service Provider in consideration of the performance and completion of the Services and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bangladesh on the day, month and year first written above.

For the Employer

For the Service Provider

Signature

Name

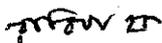
National ID No.

Title

In the presence of

Name

Address



Bank Guarantee for Performance Security (Form PSN-8)

[This is the format for the Performance Security to be issued by a scheduled bank of Bangladesh in accordance with ITT Clause 52 & 53]

Date:

Contract No:

To
Rupantarita Prakritik Gas Company Limited.
Plot:27, Nikunja-2, New Airport Road
Khilkhet, Dhaka-1229.

PERFORMANCE GUARANTEE No:

We have been informed that *[insert name of the Service Provider]* (hereinafter called "the Service Provider") has undertaken, pursuant to Contract No *[insert reference number of Contract]* dated *[insert date of Contract]* (hereinafter called "the Contract"), the performance of ServiceProviding *outsourcing manpower for the services of Driving, Generator Operating, Imamoti, Speedboat Operating, Gardening, Cooking, Cleaning, Office Attending, Gas Dispensing, Firefighting, Security, Lift Operating and similar other necessary services at Head Office, different Installations and sites of RPGCL* under the contract.

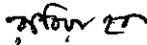
Furthermore, we understand that, according to your conditions, the Contract must be supported by a Bank Guarantee for Performance Security.

At the request of the Service Provider, we *[name of bank]* hereby irrevocably undertake to pay you, without cavil or argument, any sum or sums not exceeding in total an amount of Tk. *[insert amount in figures and in words]* upon receipt by us of your first written demand accompanied by a written statement that the Service Provider is in breach of its obligation(s) under the Contract conditions, without you needing to prove or show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until *[date of validity of guarantee]*; consequently, we must receive at the above-mentioned office any demand for payment under this guarantee on or before that date.

Name and Signature

Name and Signature



Section 6. Activity Schedule

FINANCIAL PROPOSAL

(Must fill in Letter Head pad and submit in separate envelope along with tender submission letter PSN-1)

(ITT Sub Clause 22)

*Refer to Explanatory Notes

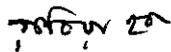
PART-A.FOR PROVIDING OUTSOURCING SERVICES THROUGH MANPOWER:

Sl. No	Name of the Service	Unit	Quantity	Unit Rate (BDT)	Amount in BDT (2 Years)
				Category	
1	2	3	4	5	6
A. Proposed Manpower & Facilities					
1.	Driving (Dhaka Metropolitan Area)	Person-month	29	19,636.00 (Category-2)	13666656.00
2.	Driving (For Chattogram, Cox's Bazar)	Person-month	7	18,540.00 (Category-2)	3114720.00
3.	Driving (Other Areas)	Person-month	1	17,992.00 (Category-2)	431808.00
4.	Speedboat Operating (For Chattogram, Cox's Bazar)	Person-month	2	18,540.00 (Category-2)	889920.00
5.	Imamoti (Dhaka Metropolitan Area)	Person-month	1	19,636.00 (Category-2)	471264.00
6.	Generator Operating (Dhaka Metropolitan Area)	Person-month	1	19,636.00 (Category-2)	471264.00
7.	Generator Operating (For Chattogram, Cox's Bazar)	Person-month	2	18,540.00 (Category-2)	889920.00
9.	Gardening (Dhaka Metropolitan Area)	Person-month	1	18,660.00 (Category-4)	447840.00
10.	Cooking (For Chattogram, Cox's Bazar)	Person-month	3	17,625.00 (Category-4)	1269000.00
11.	Cooking (Other Areas)	Person-month	1	17,108.00 (Category-4)	410592.00
12.	Cleaning (Dhaka Metropolitan Area)	Person-month	6	18,180.00 (Category-5)	2617920.00
13.	Cleaning (For Chattogram, Cox's Bazar)	Person-month	2	17,175.00 (Category-5)	824400.00
14.	Cleaning (Other Areas)	Person-month	1	16,673.00 (Category-5)	400152.00
15.	Lift Operating (Dhaka Metropolitan Area)	Person-month	1	18,180.00 (Category-5)	436320.00
16.	Security (Dhaka Metropolitan Area)	Person-month	11	18,180.00 (Category-5)	4799520.00
16.	Security (For Chattogram, Cox's Bazar)	Person-month	4	17,175.00 (Category-5)	1648800.00
18.	Gas Dispensing (Dhaka Metropolitan Area)	Person-month	6	18,180.00 (Category-5)	2617920.00
19.	Firefighting (Dhaka Metropolitan Area)	Person-month	1	18,180.00 (Category-5)	436320.00

20.	Firefighting (For Chattogram, Cox's Bazar)	Person-month	6	17,175.00 (Category-5)	2473200.00
21.	Firefighting (Other Areas)	Person-month	1	16,673.00 (Category-5)	400152.00
22.	Attending (Dhaka Metropolitan Area)	Person-month	34	18,180.00 (Category-5)	14834880.00
23.	Attending (For Chattogram, Cox's Bazar)	Person-month	5	17,175.00 (Category-5)	2061000.00
24.	Attending (Other Areas)	Person-month	5	16,673.00 (Category-5)	2000760.00
25.	Overtime Wages (Driver, Max. 100hrs/month)	Tk./hour	88800.00 (37*100*24) hr (if applicable)	80.00	7104000.00
26.	Outstation Allowance (Max. 5 person/month)	Tk./night	120 (5*24) (if applicable)	400.00	48000.00
27.	Festival Incentive	Person-month	131	50% *Monthly Wage	4801194.00
28.	Boishakhi Incentive	Person-month	131	20% *Monthly Wage	960238.00
Sub-Total (1 to 28):		-	-	-	70527760.00
B.	Tenderer's Commission (competitive) but not less than threshold stated in ITT 22.7	-	- % Commission on Sub-Total (1 to 30) In Words: (To be filled by Tenderer)	Tk. In words: (To be filled by Tenderer)
Total Cost of the Service (A+B)		-	-	Tk. In figure: (To be filled by Tenderer)	Tk. In words: (To be filled by Tenderer)
C.	VAT: [insert the percent] of Sub-Total (A+B)	-	-	Tk. In figure: (To be filled by Tenderer)	Tk. In words: (To be filled by Tenderer)
D.	Total Part-A Price (A+B+C)	-	-	Tk. In figure: (To be filled by Tenderer)	Tk. In words: (To be filled by Tenderer)

- Note: A. Tenderer's Commission (B): Column 5 & 6 to be filled by Tenderer; Rows C and D shall be filled by Tenderer.
- B. The Tenderer shall fill in rates or prices inclusive of logistic support, service charge, profit, overhead, applicable Tax & VAT for all items of the Services described in the Specifications and listed in the Activity Schedule.
- C. The wages of outsourced service workers shall be fixed as consolidated payment as per government circular. Any changes made by government to wages within the length of the contract shall be applicable accordingly. Drivers working extra hours shall be entitled to Tk. 80/hour as overtime wages for a maximum of 100 hours/month if they are deployed to do so.

- D. The rate of Outstation Allowances shall be Tk. 400/night per person spent outside the duty station for official purposes. Any changes made through government circular shall be applicable during the execution of the contract.
- E. All kinds of applicable Taxes, Fees, VAT and other charges will be deducted at source from the commission or bill of service provider as per applicable government rules.
- F. Service commission of the Tenderer less the **specific threshold** specified in **TDS & Section 6: Activity schedule** of the Tender Document as stated under ITT Sub 22.6, shall be rejected.
- G. **Person-month** means a person working during a calendar month unless specified otherwise.
- H. If an outsourced worker works less than 30 days in a month, he/she will be paid proportionately based on monthly consolidated wages specified by government circular.



PART-B. FOR SUPPLY OF CONSUMABLES

Item No.	Description of Items	Unit	Quantity (For 2 Years)	Unit Rate in BDT		Amount in BDT (2 Years)
				In figure in Words		
1	2	3	4	5	6	
Consumables Unit Rate				To be filled in by the Tenderer (Unit rate not to be less than minimum rate stated in column 5)		
For other than Security Guards: 116 service workers						
1	Gum boot (Cleaner-9 & Gardener-1) (JCD, Safety, Arena or similar good quality)	1 Pair/2 Years	Pair	10	900	
2	Hand Gloves (Cleaner-9, Cook-4) (High quality)	2 Pair/Month	Pair	624	100	
3	Uniform with Monogram including making Charge and Belt (Other than Security Guards-116)	2 Set/Year	Set	464	1400	
4	ID card with card holder with ribbon (Other than Security Guards-116) (High Quality)	1 Pcs/2 Years	No	116	130	
5	Service Jacket (Cleaner-9 & Gardener-1)	2 Pcs/Year	Set	40	800	
For Security Guards: 15 service workers						
6	Torch light with battery/ charger (Geepas or similar good quality)	1 Pcs/2 Years	No	15	1600	
7	Belt (Apex or similar good quality)	1 Pcs/ Year	No	30	330	
8	Raincoat (BMW or similar good quality)	1 Set/2 Years	Set	15	800	
9	Gum boot (JCD, Safety, Arena etc. or similar good quality)	1 Pair/2 Years	Pair	15	900	
10	Safety shoe (Runner or similar good quality)	1 Pair/Year	Pair	30	1800	
11	Socks: free size, branded (Apex or similar quality)	2 Pair/Year	Pair	60	60	
12	Umbrella (Sharif or similar good quality)	1 Pcs/2 Years	No	15	500	

13	Cap with Monogram (High Quality)	1 Pcs/ Year	No	30	100	
14	Stick (Cane or Wooden) size: standard, good quality	1 Pcs/2 Years	No	15	150	
15	Whistle (Steele, High quality)	1 Pcs/2 Years	No	15	60	
16	Uniform with Monogram including making Charge (Two Part, High quality, Comfortable TC Fabric)	2 Set/Year	Set	60	1800	
17	ID card with card holder & Ribbon (High Quality)	1 Pcs/2 Years	No	15	120	
18	Duty Register Page:200, Ruler Paper, Rexin Put & Corner	3 Pcs/Year	No	6	90	
19	Ball pen (Reputed brand like Wood mark or similar)	3 Pcs/Month	No	72	6	
20	Winter Cloth (1 Sweater & 1 Overcoat) (Preferred color and high quality fabric)	1 Set/ 2 Years	Set	15	1300	
Total Part-B Price (1 to 20) :						
VAT : [insert the percent] of Total Part-B Price (1 to 20)						
Total Part-B Price (1 to 20) with VAT:						
In Words:						

- Note:**
- A. Tenderer must quote the Total Price in Column 6.
 - B. Any tenderer quoting consumable items below the specified rate in Column 5 or not quoting any item or keeping Column 5 & 6 blank under Section 6: Activity schedule (Part-B for supply of consumables) of the Tender Document, shall be rejected.
 - C. The Tenderer shall fill in rates or prices inclusive of logistic support, service charge, profit, overhead, applicable Tax & VAT for all items of the Services described in Appendix F under the Section 7 and listed in the Activity Schedule.
 - D. The employer shall not pay any commission on the cost of Equipment and Consumable Items. All kinds of applicable Taxes, Fees, Vat and other charges will be deducted at source from the cost of consumable Items as per applicable government rules.
 - E. Consumables must be of high quality, intact and acceptable to the procuring entity or authorized officer. Samples provided by the contractor shall be checked and approved by the employer.

Tenderer should note that the above-mentioned quantity in Part A & B under Activity Schedule is indicative only, actual quantities will be decided during actual operating of the relevant.

Grand Summary (Part-A & B)

(Must be filled in a Letterhead pad and submitted with financial offer)

Name of the service : *Providing outsourcing manpower for the services of Driving, Generator Operating, Imamoti, Speedboat Operating, Gardening, Cooking, Cleaning, Office Attending, Gas Dispensing, Firefighting, Security, Lift Operating and Similar other necessary services at Head Office, different Installations and sites of RPGCL.*

Invitation for Tender No. : 28.19.0000.306.11.001.25 Date: 22 July 2025

SL	General Summary	Amount (BDT)
1.	Total Part-A: Price for providing of Outsourcing Services through Manpower	
2.	Total Part-B: Price for Supply of Equipment and Consumables	
TOTAL CONTRACT PRICE FOR THE SERVICES (1+2)		
In Words:		

Section 7. Performance Specifications and Drawings

A. Name of services

Providing outsourcing manpower for the services of Driving, Generator Operating, Imamoti, Speedboat Operating, Gardening, Cooking, Cleaning, Office Attending, Gas Dispensing, Firefighting, Security, Lift Operating and similar other necessary services at Head Office, different Installations and sites of RPGCL.

Background

The Service Provider must engage qualified outsourcing manpower to ensure effective logistic services outlined in the contract at different sites/offices, residential areas and installations of RPGCL.

Purpose of the Service

The Service Provider must provide outsourcing logistic services throughout the duration of the contract at different sites/offices, residential areas and installations of RPGCL so that continuity of daily operational and official activities of the company is ensured.

Areas included in the Scope of Services

1. The names of the districts where the service is to be provided are Dhaka, Brahmanbaria, Chattogram, Cox's Bazar, Patuakhali etc.
2. If required, areas included in the Scope of Services may include any district in Bangladesh.

The following number of outsourced manpower is currently working in RPGCL:

Serial No	Name of the Service	Person /Number
1	Driving	36
2	Speedboat Operating	01
3	Imamoti	01
4	Generator Operating	02
5	Cooking	04
6	Gardening	01
7	Cleaning	04
8	Attending	38
9	Fire fighting	06
10	Security	15
11	Lift Operating	01
12	Gas Dispensing	06
	Total	115

Detailed Definition of Services

The Service Provider with the manpower supplied throughout the duration of the contract shall perform services outlined in **Appendix A- Description of the Services** and carry out its obligations hereunder with due diligence, efficiency and economy complying generally accepted professional standards.

Detailed Days and Times

1. Outsourced service workers shall perform their duties as per government declared hours per day. And driving service workers will be paid for extra working hours if they are really deployed to do so as per this contract.
2. The Service Provider shall have to engage their outsourced service workers as per roaster/shifting duties prepared by the employer in some special cases. The relevant duty hours of such service workers are described in Section-7, which the service provider shall strictly follow.

General Specifications

Daily Activities:

- a. The service provider shall check the routine duties of the outsourcing manpower prepared by the employer.
- b. The employer and its Division/Project/Department/Installations/Site Offices representative shall check the daily duties of outsourcing manpower.

Monthly Activities:

An officer (not below the rank of supervisor) of the service provider will be designated who is responsible for supervising different sites of RPGCL. The officer of the service provider will visit the location where there at least 15 service workers deployed and will act to guide, help and assist workforce for achieving required performance and maintain a register of these visits in the office premises as well as inform respective Division of RPGCL in written form. The site where there are less than 15 service workers deployed, there the authorized supervisor or key-personal of service provider shall supervise and monitor through mobile. Besides, he/she will correspond with the nominated officer or representative of RPGCL.

Every Three Months Activities:

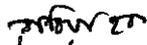
In addition to the above, a Senior Management person of the Service Provider will visit once in every three months to the work sites of RPGCL to ensure high quality performance of its service workers and also will arrange meeting with the employer's authorized officer so that lacking of the activities related to logistics services may be discussed and resolve the issues through performance up gradation and maintain a register of these visits in the office premises as well as inform concern Division of RPGCL in written form.

Every Six Months Activities:

The service provider shall use their officer for timely inspection and overall supervision of their outsourcing manpower in every six months and maintain relation with the employer where at least 10 service workers are deployed. Every visit shall be noted by maintaining a register book in the office premises of the employer.

Specific Activities:

The service provider shall ascertain the logistics services by engaging service workers at different offices, residential areas, installations of RPGCL without any loss or damage of the



properties of RPGCL by their effective workmanship and appropriate technology. The above installations are the properties of the government. So, the best efforts should be taken into consideration of highest level. The service provider shall perform the services as per rules and regulations of government as well as agency and company with accepted professional standards and practices in accordance with Appendix-A, B, C, D, E, F, G, H& I of this document.

B. Performance Monitoring

1. Objective

The Representatives of the Employer and the Service Provider shall meet at the management level at least once every three months or as often as necessary to review the performance of the services provided with a view to ensuring quality standard in the services. The two parties shall have shared responsibilities in optimizing the resources and facilities that have been deployed for the service.

2. Progress Meetings

The Employer shall designate an officer from the respective office who is involved in one way or the other in the administration of the services at the organizational level.

Progress meetings are meant to review the services provided to the organization as a whole and they are not meant to substitute the regular consultations and meetings that are usually held at ground level for day to day matters.

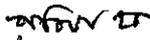
The scope of work of the designated officer shall be for:

- (a) reviewing major shortcomings that have occurred on the sites in the past months and measures taken thereon;
- (b) taking cognizance of complaints made by the Employer's representatives and action taken by the Service Provider;
- (c) attending to weaknesses in respect of facilities deployed by the Service Provider on the sites and need for improvement;
- (d) assessing the arrangements made by the Service Provider in terms of human resource and logistics; and
- (e) attending to other matters related to the contractual obligations of the Service Provider.

Appropriate records of the Progress Meetings shall be kept by the officer. Performance of Service Provider will be certified by this officer which shall be the basis for quarterly payment to the Service Provider.

3. Post Contract Evaluation Report

After the completion of the contract period, the Employer shall prepare a performance report that shall reflect the service level based on recorded facts. A copy of the report shall be forwarded to the Service Provider for its information and allowing the latter at the same time the possibility to express its disagreement with the report, if any. A copy of the report and response of the Service Provider shall be kept in the procurement file for all purposes.

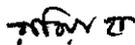


APPENDICES

Appendix A-Description of the Services

1) Detailed Description of Services:

- a) The employer's representative or any employee of the employer authorized by him shall supervise, monitor, co-ordinate the activities of the service workers of the service provider in connection with services under the contract.
- b) An orientation program will be arranged by the service provider with guidance/assistance of the employer for the service workers who are engaged in services before starting the job activities. In this program, the service workers should be informed of their duties and responsibilities during execution of the services.
- c) The Service Provider will ensure the presence of manpower as per schedule for their duty in respective locations on time.
- d) The service workers of the service provider assigned to the services under the contract will report to the employer or the authorized representative and be responsible for providing all sorts of information relating to services.
- e) To meet emergency needs, outsourcing manpower shall be posted at one location to another location as per the instruction of the employer the authorized representative.
- f) Individual attendance records must be maintained for each outsourced worker at their posted workplace.
- g) Number of locations and manpower may vary as per the requirement of the employer.
- h) The service workers of Service Provider shall obey the present & future rules, regulations, orders, circulars and discipline of GOB and RPGCL regarding outsourced manpower management.
- i) The Service Provider shall be responsible for the conduct (moral, physical and psychological) of its service workers deployed at the premises of the employer.
- j) The Service Provider shall be responsible for obtaining all types of security and/or police clearances and/or other requirements, for all its service workers. Any unsatisfactory report of any employee will lead to the replacement of the employee instantly.
- k) The service workers shall not take part in any unauthorized or unlawful activities.
- l) The deployed manpower shall be careful to ensure effective services along with the safety of service workers and properties of RPGCL.
- m) The deployed manpower shall give information/assistance to the employer to protect properties of RPGCL, if necessary.



- n) The Service Provider shall have its own sound management system for monitoring their deployed service workers.
- o) The Service Provider shall confirm the following during the execution and completion of the services:
 - I) to ensure the safety of the personnel and properties at the worksite.
 - II) to protect the environment on the worksite and to avoid damage or nuisance to people or to property of the public or others;
 - III) to comply with all applicable rules and regulations of other agencies (like Bangladesh Police, LGED, T&T, PDB, R&H, Fire Service, WASA) and other utility organizations.
- p) To alert the people for their unusual behavior or attitude that may hamper performing daily activities on employer's premises.

2. Selection & Training of manpower

I) Interview for selection of service workers

- a) The supplier on receipt of relevant requisition order for additional new manpower from RPGCL, shall submit continuing Bio-data, nationality certificate from union parishad/pourosova chairman/ward commissioner of city corporation, educational certificate, NID, Birth registration, character certificate, 2 copies of passport size photograph, forwarding letter, training and experience certificate (if any), and all other service record etc. following the terms of reference of tender documents. The personal Biodata containing above certificates should be submitted 7 (seven) days before interview of the relevant service workers for the respective committee of RPGCL.
- b) The Service Provider shall supply service workers with relevant minimum fitness, truthfulness, bravery, good moral character, cleanliness, sound mental health, discipline and qualification as laid down in the tender document.
- c) The respective committee of RPGCL will finalize the selection of service workers after taking interview.
- d) No new person shall be approved for deployment without the recommendation of the selection committee of RPGCL.
- e) The following activities will be performed by the selection committee:
 - i) Interview for deployment of any service workers at different premises of RPGCL.
 - ii) Interview for newly selected manpower in case of discharge/withdrawn/release or any reason of service workers from any premises of RPGCL.
 - iii) The committee will conduct an interview with the service workers of Service Provider to assess their physical fitness and suitability for the service under the contract. The unsuitable service workers can be replaced by a suitable candidate selected through interview.
 - iv) The service workers of the Service Provider as specified in Section-7 may be placed for interview before the committee assessing their suitability for the services.



II) Preparation and training

- a) During execution of the contract, the service workers shall be given training about basic works of the employer, and the cost shall be borne by the employer from their training budgetary head.
- b) The employer may pay sudden visits to the offices and training centers of the supplier to get information on office management as well as the performance of the service provider during contract period.

3) Leave Provisions

a) Annual Leave

Outsourced service workers shall be entitled to 15 (fifteen) days of leave in every calendar year as per Outsourcing Service Procurement Rules, 2025 and its subsequent amendments (in any).

b) Maternity leave

Outsourced female service workers shall be entitled to 45 (forty-five) days of maternity leave based on medical certificate issued by an MBBS doctor or employer's medical retainer as per Outsourcing Service Procurement Rules, 2025.

4) Wages, Festival & Boishakhi Incentives

- a) Wages shall be paid as per Outsourcing Service Procurement Rules, 2025.
- b) Outsourced service workers shall be entitled to 2 (two) festival incentives at 50% of monthly wages and Boishakhi Incentive at 20% of the monthly wages as per Outsourcing Service Procurement Rules, 2025.

5) Overtime Wages

- a) Only driving service workers, for extra working hours, shall be entitled to Tk. 80/hour as overtime allowance for a maximum of 100 hours/month including weekly and govt. holiday if they are really deployed to do so.
- b) The service time of outsourced service workers shall be fixed by the employer. If, as per requirement of the employer, service workers provide services for extra working hours they may be paid overtime wages subject to consent of the Finance Division and provision in the contract.
- c) Any changes in wages made by government circular shall be applicable during the execution of the contract.

6) Outstation Allowances

- a) Outsourced service workers shall be eligible for Outstation Allowances for each night spent outside the duty station for official purposes. The rate of Outstation Allowances shall be Tk. 400/night per person subject to prior permission of the competent authority.
- b) Outsourced service workers shall submit outstation allowances certified by respective division/department/installation/site heads to the service provider. The bills should be credited to outsourced service workers' respective bank accounts by the service provider. Once the bills are paid to each service worker it

shall be reimbursed along with service charge through due diligence to the service provider.

7) Replacement/Withdrawal/Termination/Transfer

- a) No service workers shall be engaged/released/replaced/transferred/withdrawn/terminated without prior approval from the competent authority of the employer.
- b) Service workers once engaged shall not be removed or withdrawn from duty without any valid reason and without prior permission/approval of the employer.
- c) If the service of the engaged manpower is deemed unsatisfactory or they are found guilty of disobedience, negligence, irregularity or absence without permission or any such gross misconduct the employer reserves the authority to order the service provider to take appropriate measures specified by the employer. The service provider shall take the necessary action immediately and accordingly.

8) The Medical Treatment and Compensation of outsourced service workers

- a) In case any outsourced employee suffers an accident during duty hours, the service provider shall bear the medical expenses and take legal action, if needed, in compliance with Bangladesh Labor Act 2006. In such cases, the employer shall provide appropriate official assistance.

9) Universal Pension Scheme of outsourced service workers

- a) Outsourced service workers shall be members of the Universal Pension Scheme operated under the National Pension Authority, GOB.

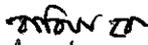
10) Cleaning Services

- a) Priority shall be given to the Harijan community in procuring the services of Cleaning.

11) Uniform& Consumables

- a) All outsourced service workers shall be given 2 (two) sets of uniforms each fiscal year. They must put on the uniform while on duty. The expenses shall be borne from the respective budgetary head of the employer.
- b) All the consumables shall be provided by the service provider as per the requisition of the employer.

12) Any unsolicited issues will be resolved as per PPR 2008 and Outsourcing Service Procurement Rules, 2025.



Appendix B-Schedule of Payments, Compensation & Reporting Requirement

1. Service Commission Paid by the Employer

The commission against monthly wages of the outsourcing service workers as service charge quoted in **Part-A** under **Section-6: Activity Schedule** of tender document will be paid only by the employer after deduction of Vat, Tax and compensation (if any) at source as per applicable rules. Besides this, the employer shall not pay any additional amount to the service provider.

2. Monthly Wages Payment & Reimbursement

The monthly wages must be paid by the service provider within 7 (seven) days of receiving the attendance statement from outsourced service workers. Monthly Wages shall be paid directly to the individual bank accounts of each outsourced service workers according to the activity/payment schedule stated in **Section-6**. The service provider shall submit their invoices/documentary evidence of payment in hard & soft copy within 15 (fifteen) days of payment of all the monthly wages of its outsourcing service workers every month to the General Manager (Administration) of RPGCL. After examination and compliance, payments with relevant commission and expenses (if any) will be made or adjusted within 15 (fifteen) days after the receipt of the applicable invoices by account payee cheque to the service provider.

3. Uniform and Consumables

The service provider shall provide consumables within a period not exceeding sixty (60) days after consultation with the Administration Division of RPGCL. The cost consumables described in **Part-B** under **Section-6: Activity Schedule** shall be paid by the service provider at their own fund. After distribution of the consumables to the outsourcing manpower, the service provider shall submit an invoice both hard & soft copy within fifteen (15) days with documentary evidences (Purchase document, distribution to the service workers and RPGCL respective representative's certification) for the described items only from 1 to 20 as stated in **Part-B** under **Section-6: Activity Schedule** to the Services & Logistics Department and after examination, these payments will be made after deduction of Vat, Tax and Compensation (if any) by account payee cheque to the service provider. The cost of supplied consumable items will be paid to the service provider at actual but not exceeding the listed items in **Section-6: Activity Schedule**.

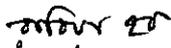
4. Relevant Documents for the Payment

- a) The concerned Division/Department/Project/Regional office/Station/installation of RPGCL will observe and monitor the receipt of monthly wages communicating with respective outsourcing manpower.
- b) The concerned Division/Department/Project/Regional office/Station/installation of RPGCL shall act against any loss or damage of RPGCL properties and mention the deduction of money as compensation/penalty when certify the attendance sheet(s) of outsourcing manpower with informing the Services & Logistics Department of RPGCL.

- c) The service provider shall submit the monthly invoice both hard & soft copy to the Services & Logistics Department of RPGCL along with the following documents:
- I) Attendance sheet(s) of manpower certified by the concerned Division/Department/Project /Regional office/Station/installation of RPGCL with comments (if any) regarding compensation as stated above in 5(b);
 - II) Declaration for the full payment of salary with payment date, sealed & signed as per format stated in Appendix-I;
 - III) Bank statement and debit voucher of the disbursement of monthly wages to the relevant account of the outsourcing service workers;
 - IV) An invoice with documentary evidence (Purchase invoice, providing materials to the security service workers and RPGCL respective representative certification) for providing consumables with date, seal and signed as stated in Appendix-F and Section-6 accordingly;
 - V) the invoice shall be printed on the letter head pad with a seal and sign of the service provider (one original and two photocopies).
- d) The Services & Logistics Department of RPGCL will verify, examine and process the submitted bill, related documents and penalty/compensation of service provider.
- e) The service provider shall not deduct any amount from the monthly wages of the outsourcing service workers without prior approval for the competent authority of RPGCL.
- f) If the wages of outsourcing service workers are changed by the rule/order/circular of the Government during the contract execution period, the same will be imposed after getting approval from competent authority of RPGCL. In that case, the rate of commission of the signed contract shall remain unchanged.
- g) If it is found that the appointed manpower is not given the monthly salary as per tender schedule/contract, the employer will deduct same amount from service provider's monthly salary bills or performance security and this amount will be given to employer's representative on that area as advance. The employer's representative shall distribute the amount to the respective service workers. In case of deduction from performance security, the service provider shall be responsible to adjust the money within 7 (seven) days. Such type of objection arise repeatedly, RPGCL reserves the right to terminate the contract.

6. Penalty/Compensation Recoverable from Service Provider

- a) Service provider shall be responsible for the overall safety of the properties and service workers of RPGCL during job activities. If any loss or damage of any property or goods of the company due to negligence/inefficiency of duties are incurred, the service provider shall be liable to compensate the value of the same property or goods as penalty to RPGCL through investigation.
- b) Service provider shall pay monthly wages within 5 (five) working days of receiving attendance statement of outsourced service workers. The Liquidated damage is 0.05 of 1 (ONE)% of the Contract price per day of delay for payment of wages. But the maximum penalty will not be above 10% (ten percent) of the contract price.

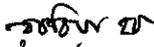


- c) The service provider shall provide the necessary equipment and consumables within a period not exceeding sixty (60) days after consultation with the Administration Division as stated in **Part-B** under **Section 6. Activity Schedule** and **Appendix-F** under **Section 7** for performing the duties of outsourcing manpower under the contractual obligation failing which Tk.2,00,000/- (Two lac taka) shall be deducted from the service provider as penalty from the monthly bill.
- d) In case of absence from duty of any worker, RPGCL will deduct his daily wages per day from the monthly bill of the service provider as penalty. If the service provider shall inform the employer's representative with written letter after absence of its any service workers, no penalty shall be imposed on the service provider.
- e) The service provider shall be liable for any loss or damage to the properties of RPGCL due to failure and negligence of the service workers during performing their duties. The service provider shall pay the value of assets/properties that have sustained a loss through a proper investigation by RPGCL for each accident as compensation.

7. Method of Recoverable Penalty/Compensation and Punishment System

The penalty/compensation shall be paid by the service provider to RPGCL within 7(seven) days after receiving the claim failing which RPGCL will deduct the same amount from his monthly bill or submitted performance security. In that case, the service provider shall be liable to adjust money as performance guarantee within 7(seven) days. If the service provider does not maintain the above activities in due course, RPGCL reserves the right to suspend the payment as well as RPGCL shall proceed to the matter on termination of contract and the action shall be taken against the service provider as per prevalent law of the country. The service provider shall also be liable to pay the full monthly salary to the service workers on time despite the real causes during the suspension of payment of service provider.

8. The service provider shall not be released from their responsibility of carrying out the execution of contract for the deduction of money as compensation for delayed payment. The service provider shall submit the detailed invoice to RPGCL mentioning the payable amount as per contract before completion of the contract period. After scrutiny and examination of all activities, the final payment will be settled between RPGCL and service provider.



Appendix C- Key Personnel & Subcontractors

Requirements for Service Provider's Staff and Labor

The detailed specific qualifications of staff and labor or manpower are given below:

A) Contract Supervisor

The service provider shall provide a Contract Supervisor at their own cost. The Contract Supervisor shall have the following specific qualifications:

Professional requirement	:	At least 3 (three) years as a supervisor/In charge in the similar nature of job. Attested copy of the documentary evidence will be submitted.
Age Limit	:	Maximum 50 Years.
Physique	:	To be medically fit for performing the job.
Character	:	Good and without any criminal or punitive record. Have Police Verification Report for service workers.
Educational Qualification	:	Minimum Graduate/Equivalent degree.
Other quality	:	Able to communicate in verbal English. Must have at least one month professional/refreshers training.
Total work experience	:	5 Years.
Job Description	:	The Contract Supervisor shall represent the Service Provider for all technical, financial and administrative matters under the contract.

B) Key Personnel

- 1) The service provider shall provide an officer as Key Personnel at their own cost to supervise and monitor the duties of the outsourcing service workers engaged by the service provider.
- 2) The minimum qualifications of key personnel are as follows:

Professional requirement	:	At least 5 (five) years of experience as a supervisor/In charge in the similar nature of job. Attested copy of the documentary evidence will be submitted.
Age Limit	:	Maximum 50 Years.
Physique	:	Medically fit for performing the job.
Character	:	Good and without any criminal or punitive record. Have Police Verification Report.
Educational Qualification	:	Minimum HSC/equivalent pass.
Other quality	:	Able to communicate in verbal English. Must have at least one month professional/refreshers training.
Total work experience	:	5 Years.
Job Description	:	<ol style="list-style-type: none"> 1) The key personnel of the supplier will be responsible for supervising different sites of the employer. 2) The officer will visit its service workers to guide, help and assist workforce deployed by supplier for achieving required performance as desired by the employer and maintain a register of these visits in the office premises as well as inform Administration Division or relevant Division of RPGCL in Written form.

C) Outsourcing Driving, Speedboat Operating, Generator Operating, Cooking, Cleaning, Security, Attending Services

1) The outsourcing manpower of the service provider shall have the following minimum requirements for fitness:

- i. Language ability in respect of reading, writing and verbal communication in Bengali.
- ii. Shall possess national ID card/ Birth registration.
- iii. Shall have police verification for each manpower.
- iv. Good communications skills and ability to work well with others.
- v. Service oriented attitude.
- vi. Knowledge and ability to use basic work tools and equipment
- vii. Physically fit for the job requirements.
- viii. Must be energetic, dependable and self-motivated.
- ix. Organized, focused and able to follow the detailed instructions.
- x. Understanding the needs of equipment and properties of RPGCL.
- xi. Adequate Knowledge about duties and responsibilities.
- xii. Educational qualifications and experiences of the service workers:

Existing Service requirements:

Name of the Service	Educational Qualification (as per RPGCL's Recruitment Schedule)	Experience Preferred	Age Limit	Technical Point Distribution
Driving	Minimum Eight/ Equivalent Pass	• At least 5 (five) years' work experience as a professional light vehicle driver with valid driving license.	18-60 Years Old	Exp Certificate
Speedboat Operating	Minimum SSC/ Equivalent Pass	• At least 2(two) years' work experience including 1 (one) year of specific experience as a professional speedboat operator with license/permission/trade certificate.		
Generator Operating	Minimum SSC/ Equivalent pass	• At least 2(two) years' work experience including 1 (one) year of specific experience as a Generator Operator. • Have Vocational course certificate/ Valid licence/professional certificate/ trade certificate		
Imamoti	Hafez & Dakhil/ Equivalent Pass	• At least 2(two) years' work experience as Imam		
Cooking	Minimum Eight/ Equivalent pass	• At least 2(two) years' work experience including 1 (one) year of specific experience as Cook.		
Attending	Minimum Eight/ Equivalent pass	• At least 2(two) years' work experience including 1 (one) year of specific experience as Attendant in any reputed office.		

Cleaning	Minimum Eight/ Equivalent pass	• At least 2(two) years' work experience including 1 (one) year of specific experience as Cleaner.		
Security	Minimum Eight/ Equivalent pass	• At least 2(two) years' work experience including 1 (one) year of specific experience as Security Guard.		
Firefighting	Minimum Eight/ Equivalent pass	• At least 2(two) years' work experience including 1 (one) year of specific experience as Firefighter.		
Gardening	Minimum Eight/ Equivalent pass	• At least 2(two) years' work experience including 1 (one) year of specific experience as Gardener.		
Gas Dispensing	Minimum Eight/ Equivalent pass	• At least 2(two) years' work experience including 1 (one) year of specific experience as Gas Dispenser.		
Lift Operating	Minimum Eight/ Equivalent pass	• At least 2(two) years' work experience including 1 (one) year of specific experience as Lift Operator.		

- Outsourced service workers who have been working in RPGCL and gathered experience will be preferred and may be relaxed of minimum educational requirements.
- 2) The service provider shall deploy such qualified and experienced service workers as required to carry out the Services under the Contract.

D) Subcontractors:

The successful Tenderer shall under no circumstances assign the services or any part of it to the Subcontractor(s).

Probable Services requirement for future:

Service Category	Service Name
Special Service-1	Sociologist, Engineering Services, Training Services, Research Services, Management Services, Inspection Services, IT services and similar services.
Special Service-2	Engineering Services (Diploma), Training Services (Associate) Inspection Services (Assistant), Foreman, Specialized Equipment Operator, Technician and similar services.
Special Service-3	Training Services (Assistant), Technician (Assistant), Research and similar services.

Designation	Educational Qualification	Certificate/Experience	Age Limit
Electrical, Mechanical, Carpentry Services	Minimum SSC/ Equivalent Pass	<ul style="list-style-type: none"> • Having Vocational course certificate/ Valid licence/professional certificate/ trade course certificate • Having minimum 2(Two) year's total work experience will get preference 	18-60 Years Old
Hostel, Mess Room, Club, Sports and Common Room Services	Minimum SSC/ Equivalent Pass	<ul style="list-style-type: none"> • Having minimum 2 (Two) year's total work experience will get preference 	
Housekeeping, Caretaking, Healthcare Services	Minimum SSC/ Equivalent Pass	<ul style="list-style-type: none"> • Having minimum 2(Two) year's total work experience will get preference 	
Air-conditioner Installation, Repair and Maintenance Services	Minimum SSC/ Equivalent pass	<ul style="list-style-type: none"> • Having Vocational course certificate/ Valid licence/professional certificate/ trade certificate • Having minimum 2(Two) year's total work experience will get preference 	
Sanitary and Plumbing Services	Minimum SSC/ Equivalent pass	<ul style="list-style-type: none"> • Having Vocational course certificate/ Valid licence/professional certificate/ trade certificate • Having minimum 2(Two) year's total work experience will get preference 	
Other services specified by the employer in compliance with the guidelines of the Ministry of Finance	Minimum qualification specified by the employer complying Finance Ministry's guidelines (if any)	To be specified by the employer	

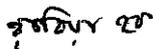
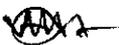
Appendix D-Format of CV [as per PE desire & marking criteria]

Format of CV for the evaluation of technical proposal

1.	Name of Post :										
2.	Name of Applicant :	In Bengali :									
		In English (Capital Letter) :									
3.	NID :										
	Birth Registration No: (If any)										
4.	Date of Birth :					5. Birth Place (District) :					
6.	Age on Invitation for Tender in newspaper :			Year		Month		Day			
7.	Mother's Name :										
8.	Father's Name :										
9.	Address			Permanent			Present				
	House and Road :										
	Village :										
	Union/Ward :										
	Post Office :										
	Postal Code :										
	Upazilla :										
	District :										
10.	Contact :			Mobile/Telephone :			E-mail :				
11.	Nationality :					12.	Gender :				
13.	Religion :					14.	Profession :				
15.	Educational Qualification										
	Name of Examination		Subject		Institute		Year of Passing		Board/University		Grade/Class /Division
16.	Experience:										
17.	Additional Qualification :										
Date :						Signature					

Appendix E-Services and Facilities Provided by the Employer

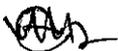
1. The employer shall supply all necessary equipment, machines, instruments, tools and materials to carry out the proper and efficient services according to the detailed work specifications as per requirements under the contract.
2. The service provider shall ensure that the equipment mentioned is solely used for this contract and ensure effective and economical use of all items for the execution of the services. The service provider shall remain liable for the misuse or use of inappropriate materials, equipment, etc. which may cause damage to the RPGCL properties.
3. Outsourcing manpower will immediately report any damage, broken or missing items in case of any misuse or loss of any tools/material/equipment by outsourced manpower. The service provider shall be liable to compensate for the value of the same properties or goods provided.
4. After completion of contract, the service provider will return the used equipment, tools and rest of materials which are supplied by the employer.

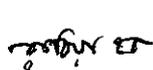


Appendix F-Equipment and Consumables

1. The Service Provider shall make available adequately to the engaged outsourcing service workers but not limited to all acceptable equipment and consumables e.g. Gum boot, Service jacket (Cleaner & Gardener), Hand Gloves (Cleaner, Cook), Belt, Uniform, Service Jacket, ID card with card holder, Duty Register and Pen at its own fund whose cost will be reimbursable by the employer to perform the services under contract as required.
2. Service provider shall note that the quantity stated in Part-B under Section 6. Activity Schedule is indicative only, actual quantities may vary during actual operating of the service. If different items required all costs are paid by the service provider, shall have to provide without claiming to the employer.
3. Employer will pay the actual cost of the materials after submitting the proper evidence (Purchase invoice, providing materials to the outsourcing service workers and RPGCL respective representative certification) by the service provider. Besides, employer shall pay the cost after deducting VAT and Tax as per contract for the supplied equipment and consumables. It is noted that;
 - (a) 02 (two) sets per year of new uniforms for regular wear (Cloth type-at least 80% Cotton) with 01(One) belt per year to all outsourcing manpower.
 - (b) The service provider shall provide 01 (one) pair Gum boot per head to Cleaner and Gardener for 02(Two) years and 02 (two) pairs hand gloves per head to Cleaner, Cook & Cook Helper per month and other required ancillary goods for all outsourcing manpower.
 - (c) Proper & decent identity card with photograph of all its service workers engaged for the services under the contract.
 - (d) The service provider shall provide a duty register, pen and others, if any, for outsourcing service workers.
4. To ensure the proper supply of above-mentioned goods to the outsourcing manpower, the service provider shall keep these items in the respective office of RPGCL. These materials must be supplied within the proper time of each year. The Administration Division's representative of RPGCL will supervise the process and the service provider's representative will provide 2(two) copies of certificates of providing the described items as stated Part-B under Section 6. Activity Schedule accordingly. These certificates must be submitted with the next monthly bill. No additional bill will be paid under the conditions of the contract.
5. The Service Provider shall also provide the following logistic support at its own cost which will not be reimbursable by the employer:
 - (a) The service provider shall provide mobile to Contract Supervisor & Key Personnel to check the duties of outsourcing manpower. All bills against the use of mobile must be paid by the service provider.
 - (b) Transport arrangement or conveyance for all types of outsourcing service workers shall be maintained by the service provider in the event of their own service.

Note: The Major items of service Equipment and Consumables from Part-B under Section 6. Activity Schedule and above SL No. 5 to be included and described in Serial No-2.7 of Tenderer Information (Form PSN-2) under Section 5 and supply accordingly if awarded.









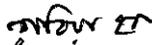
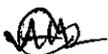
6. Every day the outsourcing service workers of the service provider wear clean uniform & ID card bearing the monogram at the duty period.
7. The above uniform and other equipment will be of good quality, presentable, pleasant looking. The sample of items must be approved by the concerned authority of RPGCL before making or providing. Cleaning of uniform once in week is must for the manpower at their own cost.
8. The Service Provider shall ensure telephone and email facilities between RPGCL and Service Provider's office.
9. The service provider shall be responsible for providing all logistics support to the outsourcing manpower for performing their services smoothly.
10. The service provider shall have the following facilities/capabilities:
 - I) SMS sending facility.
 - II) Capability to meet emergency requirements of above 10 (Ten) outsourcing manpower in short notice.

Appendix G-Duties and Responsibilities of Outsourcing Manpower

The duties and responsibilities of outsourcing manpower shall be included but not limited to the following:

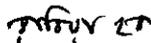
a) Driving

- i) The outsourcing driver of the service provider shall have the following minimum requirements of Knowledge, skills, Ability and fitness:
 1. Good capacity to communicate clearly at all levels.
 2. Stress resistant. Ability to work under pressure and to respond quickly to new demands.
 3. Self-aware and self-regulated. Demonstrated ability to act independently with only limited supervision.
 4. Flexibility/openness towards new demands, new technologies, new culture etc.
 5. Good capacity to focus on priorities and organized work to deliver on time.
 6. Demonstrate good interpersonal skills and ability to work in multi-ethnic/culture/ environment.
 7. Commitment to assure quality, speed and accuracy in performing his duties.
 8. Physical ability to lift and carry materials and light equipment.
 9. Must be available for emergency service and be able to be away from home for extended periods of time.
 10. Good knowledge of local traffic laws and first-aid and practices.
 11. Personal appearance must be neat and clean.
 12. Knowledge of mechanics and equipment.
 13. Able to work a flexible work schedule which includes regular night shifts and weekend shifts (if necessary)- specially being busiest in most holidays.
 14. Maintain an excellent, dependable level of attendance and punctuality.
 15. Ability to multi-task effectively in a fast-paced work environment.
 16. Ability to clearly and effectively respond and exchange ideas through writing, speaking and presentations.
 17. Attention to detail regarding plan, special instructions and itineraries.
 18. Teamwork. Ability to work co-operatively, courteously and respectfully with all officials and co-workers whom you may come in contract during the day.
 19. Strong driving service orientation, good judgment and flexibility.
 20. Good time management skills and able to listen and follow instructions.
 21. Ability to maintain a driving license and a good driving record a must.
 22. Driving knowledge to better perform all job duties.
 23. Knowledge of driving rules and regulations and skills in minor vehicle repair and normal maintenance like regular tune-ups, oil changes, fluid levels, breaks, fire threads and measuring light, signals and wipers etc.
 24. The person to be deployed should have good physique and sound health.



b) Attending

1. Responsible for unlocking and locking all respective official rooms on a regular basis.
2. Receive and dispatch all incoming and outgoing files, letters and documents and maintain registers for records of all necessary documents in an efficient manner to avoid misplacement or dislocation.
3. Distribute all official documents as per instructions of the senior officials and keep confidentiality of the documents.
4. Ensure proper operation of photocopy machines and implement desired number of copies.
5. Deliver letters and correspondence manually within the company or outside the company, if necessary.
6. Keep hard copies and maintain concealment of all confidential documents.
7. Response quickly to the calling bell of the respective officer.
8. Prepare and serve tea and any other meals like beverages, lunch, etc. for officials and visitors during office hours and serve with remarkable effort at the time of meeting.
9. Maintain courtesy while attending telephone calls of his/her respective senior official's desk/chamber (in his/her absence).
10. Execute instant, rapid and emergency command of the respective officials in the office.
11. Ascertain proper documentation of all confidential information. He/She shall not disclose any confidential information about employer to any person, group or organization directly or indirectly.
12. Solely responsible for leakage or publication of any confidential information of the employer that is kept in his/her custody.
13. Remain available for the tasks during his/her entire job period in his/her respective functional area.
14. Shall not engage himself/herself in any unauthorized and unlawful activities. He/She shall immediately inform the respective authority of RPGCL regarding the emergence of any undesirable situation and/or possibility of any unsafe act/condition in his/her job area.
15. Shall not involve in any tasks given by anyone else other than assigned duties and responsibilities and shall remain available during inspection of RPGCL's authority. If he/she is found unavailable during his/her functional period in the assigned job area, he/she shall be considered as absent for that day and the authority of RPGCL shall be allowed to deduct daily wages as penalty from the monthly bill of service provider.
16. Maintain official decorum and decency with the service workers of RPGCL.
17. Respond to and investigate all complaints related to the task and report to the authority for ensuring remedial action.
18. Report to concerned authorities regarding any malfunction of equipment, interruption of utility services and unlock of security doors etc.
19. Maintain courtesy and be tactful with the public in answering their enquiries.
20. Perform any other duties assigned by the management and other senior officials.



c) Generator Operating

1. Responsible for installation and operation of all pumps/electric motors/generators and maintenance thereof.
2. Maintain regular cleaning procedure of machinery, e.g. wipe out dust, oil, etc. from the pump/generator surface to ensure effective use of pump and generator.
3. Implement hourly and shift checks of running equipment to ensure proper operating levels in the fuel system, cooling system, air system, storage batteries and engine lube oil etc.
4. Maintain equipment and tools in good operating condition with particular emphasis on remedial state. Work in a safe, responsible manner and shall not possess any intention to injure one or endanger the wellbeing of others.
5. Notify immediately to the concerned authority of RPGCL regarding fire hazards, malfunction of machine or equipment, interruption of utility services, leakage of internal facilities/electric cables, water/electricity supply complaints and unauthorized tempering of cable or utility pipelines, security doors etc. if any.
6. Supervise doors, gates, equipment and machinery and ensure that machinery and equipment, entrance and exit to the generator/pump room are properly secured and have not been tampered with.
7. Remain inside the pump/generator chamber during his/her duty hours and maintain proper quality of water being supplied and check the electric cable on a regular basis.
8. Responsible for proper and adequate storage of water and ensuring that the water is not below the level.
9. Establish a control procedure for issuance and maintaining custody of master keys of pump and generator rooms.
10. Ensure the safety of service workers and properties of RPGCL in his/her functional area and remain aware of any unsafe act/condition at the utmost level.
11. Shall not engage himself/herself in any unauthorized and unlawful activities. He/She shall immediately inform the respective authority of RPGCL regarding the emergence of any undesirable situation and/or possibility of any unsafe act/condition in his/her job area.
12. Shall not involve in any task given by anyone else other than assigned duties and responsibilities and shall remain available during inspection of RPGCL's authority. If he/she is found unavailable during his/her functional period in designated job area, he/she shall be considered as absent for that day and the authority of RPGCL shall be allowed to deduct daily wages as penalty from the monthly bill of service provider.
13. Perform routine cleaning and maintenance of machinery and equipment to ensure uninterrupted operation of the pump/generator.
14. Ensure sound understanding of the issues related to malfunction of machines.
15. Maintain official decorum and decency with the service workers of RPGCL.
16. Maintain punctuality in responding to maintenance emergencies, on a 24-hour call-basis and follow standard emergency procedure.
17. Respond to and investigate all complaints related to the task and report to the authority for ensuring remedial action.
18. Maintain courtesy and be tactful with the public in answering their enquiries.
19. Perform any other duties assigned by the management and other senior officials.

d) Gardening

1. Serve with special effort to manage and develop identified garden areas, including soil cultivation, digging, forking, mulching, watering, racking, weeding, edging, pruning, seed sowing, bed preparation, planting, propagation, usage of fertilizer and pesticide, collection of seed, carpet grass and fruits, supervision of tree, cultivation and maintain cleanliness of garden etc.
2. Use and maintain all hand-tools, equipment and garden machinery such as lawn mowers, hedge cutters etc. in an appropriate and safe manner.
3. Maintain cleanliness of the garden by removing leaves and debris etc. from lawns, paths, steps, pitches/playing fields, drains and gullies regularly.
4. Maintain proper storage of compost heaps.
5. Adjust mower height as required to ensure quality of cut in line with growth.
6. Responsible for all garden operations including maintenance and supervision of permanent features of gardens such as flowers, shrubs, hedges and trees including sweeping litter from garden.
7. Ensure safety of service workers and properties of RPGCL in his/her functional area at the utmost level.
8. Shall not engage himself/herself in any unauthorized and unlawful activities. He/She shall immediately inform the respective authority of RPGCL regarding the emergence of any undesirable situation and/or possibility of any unsafe act/condition in his/her job area.
9. Shall not involve in any tasks given by anyone else other than assigned duties and responsibilities and shall remain available during inspection of RPGCL's authority. If he/she is found unavailable during his/her functional period in the assigned job area, he/she shall be considered as absent for that day and the authority of RPGCL shall be allowed to deduct daily wages as penalty from the monthly bill of service provider.
10. Respond to and investigate all complaints related to the task and report to the authority for ensuring remedial action.
11. Maintain courtesy and be tactful with the public in answering their enquiries.
12. Maintain a safe and secure environment for all patrons and properties.
13. Ensure quality and maintain proper compliance with job standards.
14. Establish and follow the standard procedure of issuance and maintaining custody of master keys of garden.
15. Perform any other duties as directed by the management and other senior officials from time to time.

e) Cooking

1. Buy food ingredients and food items according to the requirement of the RPGCL authority.
2. Responsible for the preparation of meals (variety of meats, fishes, vegetables, soups, poultries and other food items) at office in an efficient way.
3. Store and maintain sufficient level of food products at his/her functional area for assurance of easy and rapid service.
4. Prepare diets in accordance with formulas, recipes and daily work charts involving weighing or measuring of ingredients and servings as required.
5. Serve food during off-peak periods if assigned by the RPGCL authority.
6. Cook and distribute delicious and healthy food by maintaining proper time management.



7. Clean cutlery, cookeries & ancillary and maintain storage of kitchen equipment in specified places.
8. Maintain cleanliness of dining room, dining table, kitchen cabinet, basin, related washroom etc.
9. Provide service to the guest in an efficient and timely manner and respond to guest and employee concerns with courtesy.
10. Follow proper guidelines of food distribution at the dining table and garnish set up for all dishes.
11. Shall not engage himself/herself in any unauthorized and unlawful activities. He/She shall immediately inform the respective authority of RPGCL regarding the emergence of any undesirable situation and/or possibility of any unsafe act/condition in his/her job area.
12. Shall not involve in any tasks given by anyone else other than assigned duties and responsibilities and shall remain available during inspection of RPGCL's authority. If he/she is found unavailable during his/her functional period in designated job area, he/she shall be considered as absent for that day and the authority of RPGCL shall be allowed to deduct daily wages as penalty from the monthly bill of service provider.
13. Respond to and investigate all complaints related to the task and report to the authority for ensuring remedial action.
14. Maintain courtesy and be tactful with the guest or employee of RPGCL in answering their queries.
15. Maintain a safe and secure environment for all patrons and properties.
16. Establish and follow the standard procedure of issuance and maintaining custody of master keys of kitchen.
17. Perform any other duties assigned by the management and other senior officials.

f) Cleaning

1. Maintain proper cleanliness of office equipment, furniture & fixtures, washroom, lavatories, basins, floors, corridors, verandas, drains, lights, fans, partitions, glasses, doors, windows, walls etc. at office premises.
2. Maintain proper housekeeping of all furniture, equipment etc. Ensure that all office equipment and furniture are kept in their original location if any replacements of those are required for cleaning purposes.
3. Maintain cleanliness of all assigned areas to the required standard and ensure all areas are free from waste.
4. Ensure disposal of waste in an efficient manner and maintain cleanliness of waste bins or similar receptacles in office premises i.e. kitchen, washrooms, lavatories, bathroom etc. Dispose of waste material to designated collection points on regular basis.
5. Maintain cleanliness of all disposable and non-disposable waste bins regularly with an approved disinfectant.
6. Shall not engage himself/herself in any unauthorized and unlawful activities. He/She shall immediately inform the respective authority of RPGCL regarding the emergence of any undesirable situation and/or possibility of any unsafe act/condition in his/her job area.
7. Shall not involve in any tasks given by anyone else other than assigned duties and responsibilities and shall remain available during inspection of RPGCL's authority. If he/she is found unavailable during his/her functional period in the assigned job area, he/she shall be considered as absent for that day and the authority of RPGCL shall be allowed to deduct daily wages as penalty from the monthly bill of service provider.

8. Respond to and investigate all complaints related to the task and report to the authority to ensure remedial action.
9. Maintain courtesy and be tactful with the guest or employee of RPGCL in answering their queries.
10. Maintain a safe and secure environment for all patrons and properties.
11. Required to work alone or in teams.
12. Perform any other duties as assigned by the management and other senior officials from time to time.

g) Speedboat Operating

1. Good capacity to communicate clearly at all levels.
2. Stress resistant. Ability to work under pressure and to respond quickly to new demands.
3. Self-aware and self-regulated. Demonstrate the ability to act independently with only limited supervision.
4. Flexibility/openness towards new demands, new technologies, new culture etc.
5. Good capacity to focus on priorities and organized work to deliver on time.
6. Commitment to assure quality, speed and accuracy in performing his duties.
7. Physical ability to lift and carry materials and light equipment.
8. Must be available for emergency services and be able to stay away from home for extended periods of time.
9. Good knowledge of seafaring/ maritime laws and first-aid practices.
10. Knowledge of mechanics and equipment.
11. Able to work a flexible work schedule which includes regular night shifts and weekend shifts (if necessary)- especially being busiest on most holidays.
12. Maintain an excellent, dependable level of attendance and punctuality.
13. Ability to multi-task effectively in a fast-paced work environment.
14. Attention to detail regarding plan, special instructions and itineraries.
15. Strong driving service orientation, good judgment and flexibility.
16. Good time management skills and able to listen and follow instructions.
17. The ability to maintain a driving license/ permission letter and a good operating record a must.
18. Operating knowledge to better perform all job duties.
19. Skills in speedboat repair and normal maintenance like regular tune-ups, oil changes, fluid levels, breaks, fire threads and measuring light, signals etc.
20. The person to be deployed should have good physique and sound health.

h) Gas Dispensing

1. Performing gas dispensing services at CNG stations of RPGCL according to roaster approved by the controlling officer.
2. Put on Protective Gears to ensure safety while on duty.
3. The person to be deployed should have good physique and sound health.
4. Good capacity to communicate clearly at all levels.
5. Stress resistant. Ability to work under pressure and to respond quickly to new demands.
6. Sound knowledge of mechanics and equipment.
7. Maintain an excellent, dependable level of attendance and punctuality.
8. Ability to multi-task effectively in a fast-paced work environment.

9. Perform any other duties as assigned by the management and other senior officials from time to time.

i) Imamoti

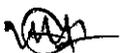
1. Performing regular prayers in the mosque located at the office premise.
2. Recitation of Adhan at specific times before regular prayers.
3. Knowledgeable about the details of Religious Rules and Regulations.
4. Ensuring cleanliness, serenity and integrity of the mosque.
5. Personal appearance must be neat and clean.
6. Commitment to assure quality and efficiency in performing his duties.
7. Physical ability to carry out prayers on time.
8. Perform any other duties (i.e. Milad, Dua Mahfil etc.) as assigned by the employer management from time to time.

n) Firefighting

1. Maintaining firefighting equipment and always making them readily available for usage.
2. Must always be cautious and vigilant.
3. Respond promptly and effectively in the event of any fire-related accidents.
4. Put on Personal Protective Equipment (PPE) while extinguishing the fire.
5. Sound knowledge of mechanics and equipment.
6. Maintain an excellent, dependable level of attendance and punctuality.
7. Ability to multi-task effectively in a fast-paced work environment.
8. Good capacity to communicate clearly at all levels.
9. Stress resistance, ability to work under pressure and to respond quickly to new demands.
10. The person to be deployed should have good physique and sound health.
11. Perform any other duties assigned by the employer management from time to time.

k) Lift Operating

1. Regular operation and maintenance of lift.
2. Always keeping the lift clean and tidy.
3. Intimating the reporting officer in case of any malfunction of the lift immediately.
4. Sound knowledge of mechanics and equipment.
5. Maintain an excellent, dependable level of attendance and punctuality.
6. Ability to multi-task effectively in a fast-paced work environment.
7. The person to be deployed should have good physique and sound health.
8. Personal appearance must be neat and clean.
9. Perform any other duties as assigned by the management and other senior officials from time to time.



1) Security

1. The security guard shall work about 8 (eight) hours per day.
2. Required security guards shall be assigned in shift/roaster prepared by the employer per day in respective office/site/installation. The indicative shifting duty is designated as bellow:

1st shift: 6.00 am to 02.00 pm

2nd shift: 02.00 pm to 10.00 pm and

3rd shift: 10.00 pm to 06.00 am

He shall be careful to ensure the safety of service workers and properties of RPGCL in his duty area at the highest level.

3. The Security Guard shall protect against any unauthorized and unlawful activities such as earth-filling, digging or any construction works etc. among the pipelines. If a possibility occurs in any undesirable situation and finding any insecurity of the duty areas, he should immediately inform the respective office of RPGCL.
4. The Security Guard shall ascertain the proper safety and security of the installation/site/offices etc. as per Natural Gas Safety Rules of Government on his duty. In that case, RPGCL shall provide Natural Gas Safety Rules to the service provider. He should also protect any loss or damage to the properties of RPGCL from intruders in the safety zone of installation. For any unexpected situation, the Security Guard shall inform the respective authority of RPGCL.
5. The Security Guard shall ascertain in writing confidential information on the gas station or site office or any other installation at any time. For KPI, the security guard must follow the safety rules of the Government.
6. During inspection by RPGCL, if the Security Guard is not found available, he will be considered absent for that day. In case of absence of security guard, RPGCL will deduct daily wages as penalty from the monthly bill of service provider.
7. Beside these, the security guard shall perform the following activities:
 - i. Monitors and responds to security alarms installed in RPGCL (if any).
 - ii. Performs other related duties as assigned by the employer.
 - iii. Arrangement for remedial action for all complaints related to safety or fire control within each complex.
 - iv. Observes windows, doors, gates, equipment and machinery to ensure they are properly secured and have not been tampered with.
 - v. Controlling access to restricted areas. Permits authorized persons to enter property and records time of entry and departure.
 - vi. Effectively operate a variety of equipment including metal detectors, closed-circuit camera and access control systems or other security related equipment.
 - vii. To deal tactfully and courteously with the public in answering their enquiries.

Appendix H-Undertaken

Subject: *Providing of outsourcing manpower for the services of Driving, Generator Operating, Imamoti, Speed Boat Operating, Gardening, Cooking, Cleaning, Office Attending, Gas Dispensing, Firefighting, Security Service, Lift Operating and Similar other necessary services at Head Office, different Installations and sites of RPGCL.*

Tender No:28.19.0000.306.11.001.25, Date: 22 July 2025

1. We, the undersigned hereby declared that the monthly wages of all outsourcing service workers engaged and equipment and consumable items cost for the service by M/S.....shall be paid regularly under the condition of contract specified in the **Section-6 and Appendix-F**. RPGCL reserves the rights to take any action against us in case of any failure to pay the monthly wages to the outsourcing service workers in regularly and equipment and consumable items as per provision of the contract.
2. The undersigned also declared that we shall be liable for any loss/damage of properties/Right of Way/installations/stations/structures/buildings due to failure, inefficiency and negligence of the duties from the service workers supplied by M/S.....RPGCL shall deduct the compensated amount from the monthly bill of our supplied manpower or the performance security and in that case, we are obligated to make up the deficit portion of the performance security within 7(seven) days. We also declared that if the amount of penalty exceeds over monthly bill and the performance security in totality the above additional amount shall be paid to RPGCL within 7(seven) days and the whole security money shall be filled up within 7(seven) days as performance security. We have no objection to legal action which shall be taken by RPGCL against us for collecting the compensated amount.

Seal

Date :

Signature :

Name :

Designation :

The name and address of Tenderer :

Appendix I - Declaration for the payment of monthly wages of manpower supplied by service provider under the contract

We, the undersigned, hereby declared that total Tk.(In words) against the wages of
.....Nos. Driver,Nos. Speedboat Operator,
.....Nos. Imam,Nos. Attendant,Nos.
Generator Operator,.....Nos. Security Guard,Nos. Gas
Dispenser,.....Nos. Fireman,.....Nos. Lift Operator,
.....Nos. Gardener,Nos. Cook and.....Nos.
Cleaner i.e. TotalNos. manpower for the month of have been
paid fully on Date..... Besides this, the cost of equipment and consumable items
(if necessary) i.e.Tk.....have been paid on
Date.....

There is no unpaid money for wages of supplied manpower by us and no objection about any required equipment and consumables on that month.

Seal

Signature :

Name :

Designation :

