

Government of People's Republic of Bangladesh  
National Institute of Traumatology and Orthopaedic Rehabilitation (NITOR)  
Ministry of Health and Family Welfare  
Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh.

Ref: Nitor/Hosp/Admin/outsourcing/2019-20/ 4650

Date 28.08.2019

Invitation for Tender

1. Ministry Division - Ministry of health and Family Welfare.
2. Agency - Director General Health Service
3. Procuring Entity - Director and Professor National Institute of Traumatology and Orthopaedic Rehabilitation (NITOR)
4. Procuring Entity Code : outsourcing/Manpower Recruit/2019-20/package no. 06
5. Procuring Entity District - Dhaka-~~2017~~ 1207
6. Invitation for - Selection of Manpower Supplying firm/Company
7. Invitation Ref.No. and code 4050
- A) Key information -
8. Procurement method -Open Tender Method (OTM)
- B) Funding Information-
9. Budget and Source of Fund: Revenue(GOB)/Development Budget Fund
- C) Particular Information
10. Tender package name : Supply manpower through out sourcing
11. Tender package no. : 06
12. Tender publication date: 29.08.2019
13. Tender schedule last distribution date and time : 21-09-2019 at 2.00 PM
14. Tender closing date and time : 22-09-2019 at 12.00 PM
15. Tender opening date and time : 22-09-2019 at 1.00 PM
16. Name and address of the office : NITOR, Dhaka
- a) Purchase of tender document from NITOR website ([www.nitorbd.com](http://www.nitorbd.com)) only.
- b) Schedule purchase money deposited in from of treasure chalan from under code no. 0-1-2711-0000.
- c) Price of Tender Document - 5000/- (five thousand) only (non refundable)
- d) Submission of Tender : i) Administration Officer Room, (Room no. 203, old building), NITOR, Dhaka  
ii) Deputy Superintendent of Police (Tejgaon), Dhaka Metropolitan Police, 22 Khilji Road, Mohammadpur, Dhaka.
- e) Opening of tender documents : Conference Room-2 (2<sup>nd</sup> floor old building).
17. Eligibility for Tender :
  - (i) The consulting firm shall have at least 05(five) years full time practical experience in Manpower Supply to any Government Organization/semi-Government/Autonomous body from the date of publication of IFT.
  - (ii) The firm should be the experience for satisfactory completion/running contract of minimum 300(three hundred) person/employee at least 02(two) contracts over a period of last three years in any Government/semi-Government/Autonomous Organization.
  - (iii) The firm must submitted following documents :
    - a) Updated Trade Licence
    - b) Security Exchange Registration Certificate
    - c) Audit report for last three years
    - d) Updated income TAX certificate (2018-19) and VAT registration certificate
    - e) DIFE certificate
    - f) Bank solvency certificate
    - g) Chalan of schedule purchase money with online verification copy
    - h) Satisfactory completion certificate/running contract for experience according to 17(ii)
    - i) Other terms and condition as mention in TDS and TOR

18. Brief Description of Service :

Supply of manpower for the position of - (a) Ward boy (b) Darwan (c) Cleaner (d) Aya (e) Cook (f) Moshalchi (Asst. cook) (g) Laundry operator (h) Washer man (i) Gardner (j) Carpenter (k) Dark room asst. (l) Lift operator (m) Welder Turner (n) Socks Maker (o) Bottle washer

19. Description of package :

Package no	Identification of package	Location working place	Tender security money	Completion of time
06	Out sourcing manpower - (a) Ward boy-29, (b) Darwan-18, (c) Cleaner -35, (d) Aya-04, (e) Cook -03, (f) Moshalchi (Asst. cook)-02, (g) Laundry operator-02, (h) Washer man-01, (i) Gardner-1 (j) Carpenter-01, (k) Dark room asst. -1, (l) Lift operator-1, (m) Welder Turner-1, (n) Socks Maker-1, (o) Bottle washer-1	NITOR, Sher-e-Bangla Nagar, Dhaka-1207	8,00,000/- (Eight lac) only	Direction of hospital authority

20. Tender security money should be deposited in favour of Director, NITOR, Dhaka by Pay-order/Bank Draft

21. Name of the office: Name of the office: National Institute of Traumatology and Orthopaedic Rehabilitation (NITOR), Dhaka.  
Telephone : 55058902, e-mail: [nitor72@yahoo.com](mailto:nitor72@yahoo.com), Fax: 55058903

28.08.19  
Prof. Md. Abdul Gani Mollah  
Director and Professor  
NITOR, Dhaka