

**Government of the People's Republic of Bangladesh**

Ministry of Local Government, Rural Development and Cooperatives  
Local Government Division

Income Support Program for the Poorest Project  
Level-8, DPHE Bhaban

14, Shaheed Captain Mansur Ali Sarani  
Kakrail, Dhaka-1000, Bangladesh

**Request for Expression of Interest for 3 Different Positions**

1	Ministry/division	Ministry of Local Government, Rural Development and Cooperatives.
2	Agency	Local Government Division.
3	Name of procuring entity	Income Support Program for the Poorest (ISPP) Project.
4	Title of service	(i) Management Information System (MIS) Analyst, (ii) Finance Associate, and (iii) Administrative Associate.
5	Procuring entity district	Dhaka.
6	Expression of interest for selection of	Individual Consultant-Time based.
7	EOI Ref No.	ISPP/PMU-191/Selection of 3 Posts/2018/297
8	Date	December 02, 2018.

**KEY INFORMATION**

9	Procurement sub-method	Selection of Individual Consultants (SIC).
---	------------------------	--

**FUNDING INFORMATION**

10	Budget and source of funds	Development Budget-Aid Grants/Credit.
11	Development partner	IDA/World Bank.

**PARTICULAR INFORMATION**

12	Project/Programme code	224041200
13	Project/Programme name	Income Support Program for the Poorest Project.
14	EOI closing date and time	December 24, 2018 - 3:00pm.

**INFORMATION FOR APPLICANT**

15	Brief description of the assignments	<p><b>(i) Management Information System (MIS) Analyst:</b> Assist MIS Specialist and System Engineer to handle Case Management, and troubleshoot of ISPP-MIS, POS and Biometric Devices. Facilitate Smooth Coordination between the agencies and the consulting firms engaged by ISPP Project for proper implementation of the Project. Responsible for follow up and assist in resolving any pending MIS-related or technical issues with consulting firms. Ensure accurate data entry particularly the data of enrolment, compliances of co-responsibilities, Case Management, etc. in the MIS of ISPP Project and reconciliation with manual data entry.</p> <p><b>(ii) Finance Associate:</b> Check and verify bills for procurement of goods, works and services for the project as per applicable rules and forwarding to the Project Director for payment approval. Assist in addressing and process payment related grievance and case management. Work closely with field-level offices to ensure smooth implementation process is in place at all times, including facilitation of information flow to and from the field. Assist in providing comprehensive technical assistance in implementing a payment system through the payment service provider. Assist in monitor implementation of payment system with account reconciliation. Assist in payment and MIS relate activities with other PMU personnel. Assist in preparation of budget, annual and quarterly forecast for cash transfer to beneficiary, fees for payment service provider and implementation plan. Maintain register, books and other records in appropriate order to meet statutory and reporting requirements of IDA and GOB and to facilitate classification and analysis of financial information including file maintenance in orderly and easily retrievable manners. Assist both external and internal auditors in carrying out audit by providing necessary financial information and respond to the audit queries. Ensure deduction and payment of local Taxes (Income Tax &amp; VAT) on invoices as per the Income Tax Ordinance and VAT Act.</p> <p><b>(iii) Administrative Associate:</b> Assist day to day administrative works related to project management. Provide logistics support in arranging meetings, workshop at national and district level, training and other relevant works related to the project. Work closely with field-level offices to ensure smooth maintenance of staff personal files and personal issues of project staffs including facilitation of information flow to and from the field. Ensure inventory management and maintenance of stock register. Assists in maintenance of vehicles, equipment and other machineries under the project. Maintain register, books and other records in appropriate order to meet statutory and reporting requirements of IDA and GOB and to facilitate file maintenance in orderly and easily retrievable manners.</p> <p><i>[Details job description for all positions may be seen in the Project Office during office hours on all working days]</i></p>
----	--------------------------------------	--

16	Qualification, experience, resources & delivery capacity required	<p><b>(i) Management Information System (MIS) Analyst:</b> Bachelor degree in any discipline with five years practical experience in database maintenance of which 2 years in GOB and IDA supported project. Two years practical working experience on Web Based Management Information System are preferable. Experience with SQL and database design. Demonstrable knowledge of web technologies including HTML, CSS, Java Script etc. Strong communication skills and proficiency in computer applications. Typing skill both in Bangla and English is a must.</p> <p><b>(ii) Finance Associate (Payment):</b> Masters in Commerce, Finance, Accounting, Business, MBA (Finance/Accounting) with at least five (5) years of experience in GOB and IDA supported Project. Operational experience in payment systems through MIS. Understanding and experience in public sector and/or non-government sector and/or financial sector reporting systems. Experience in accounts management of donor-assisted projects, including sound knowledge of GOB rules and procedures and World Bank Disbursement Guidelines, exposure to social safety net program and familiar with the MIS database. Strong communication skills and proficiency in computer applications. Typing skill both in Bangla and English is a must.</p> <p><b>(iii) Administrative Associate:</b> Bachelor or equivalent degree in any discipline with at least five (5) years of experience in administrative activities in Government/Semi-Government/Autonomous Bodies/Development Project. Practical experience in administration. Experience in the field of office management of which 2 years in GOB and IDA supported project. Experience in administrative and personnel management work of donor-assisted projects including sound knowledge of GOB rules and procedures, exposure to Management Information Systems, ability to work under pressure and time constraint. Strong communication skills and proficiency in computer applications. Typing skill both in Bangla and English is a must.</p>
17	Indicative starting and completion date (Duration of service)	January, 2019 to June 2020.

**PROCURING ENTITY DETAILS**

18	Name of the official inviting EOI	Shaikh Md Kابدul Islam.
19	Designation of the official inviting EOI	Project Director (Additional Secretary).
20	Address of the official inviting EOI	Level-8, DPHE Bhaban 14, Shaheed Captain Mansur Ali Sarani Kakrail, Dhaka-1000, Bangladesh.
21	Contact details of the official inviting EOI	Level-8, DPHE Bhaban 14, Shaheed Captain Mansur Ali Sarani Kakrail, Dhaka-1000, Bangladesh. Phone: 88-02-55130514 E-mail: pd.ispp.lgd@gmail.com
22	Two copies of Expression of Interest/application along with copies of certificates of all academic/professional qualifications, copies of experience certificates and a passport size photograph of the applicants in a sealed envelope shall be submitted to the office of the Project Director at the address given above within the closing date and time specified above. On the top of the sealed envelope the applicant shall write the name of the post. The procuring entity reserves the right to accept or reject all EOIs without assigning any reason.	

**Shaikh Md Kابدul Islam**  
Project Director (Additional Secretary)  
Income Support Program for the Poorest Project

GD-2731

**Government of the People's Republic of Bangladesh**

Office of the Executive Engineer, RHD  
Road Division, Kurigram

Phone: 0581-61658 & Mob: 01730-782732  
Email: eekur@rhd.gov.bd

**Invitation of EOI Notice**

Invitation of Expression of Interest (EOI) for Short-listing of Consulting Firms for Construction Supervision of "Construction of Sonahat Bridge over the River Dudhkumr at Bhurungamari-Sonahat Landport-Mothergonj-Bhitorbondh-Nageshwari Road" Project at Bhurungamari Upazila, Kurigram, Bangladesh.

**Memo No. 2067** **Date: 02/12/2018**

- Government of the People's Republic of Bangladesh (GoB) has approved a project and GoB fund will be utilized for the construction of the Sonahat Bridge at Bhurungamari Upazila, Kurigram including cost of Supervision Consultancy Services during implementation of the Construction of Sonahat Bridge Project.
  - The main objective of the project is to construct a Sonahat Bridge over Dudhkumr River at Bhurungamari Upazila, Kurigram to establish direct road communication between Sonahat Land Port and Kurigram district. The project hydrology study was done by Institute of River Research, Faridpur. As per approved design, the bridge length is around 645.015m and overall width is 10.30 m. The project includes construction of around 2.32 km approach road, 18.00 m RCC Culvert, 16500 Sqm Protective Work, 814.00 m river training Works, necessary drainage structure and installation of a weigh scale station. The estimated total cost of the project is BDT 23295.00 lac which is totally GoB Funded.
  - Consultancy Services for construction supervision contracts will be based on pre-qualification of consultants through national competition as per PPR 2008 and then there will be a shortlist of qualified firms based on the evaluation criteria which have been prepared to have more pre-qualified consultants to ensure the competition.
  - Therefore the employer invites application with expression of interest from reputed consulting firm(s). With regard to the JVCA (joint venture or consortium or association), the total number of firms shall not be more than three.
- The services to be provided by the Consultants will include but not necessarily limited to:
- Review & modify design & drawing of main bridge & viaduct
  - Construction Supervision and Quality assurance
  - Progress Monitoring and Reporting
  - Checking of contractor's invoices and certify payment
  - Compliance Monitoring of Environmental issues
  - Assist in preparation of Land Acquisition (LA) documents & implementation of LA
  - Contract closing Activities including Dispute/claims Resolution/Arbitration, if any
  - Preparation of completion/Taking over Certificates and Project Completion Report
  - Preparation of Defect Liability Certificates.
- The application is for supervision consultancy services of PC Girder Sonahat Bridge Construction. The applicants must have relevant experience in the field of construction supervision for similar type of works. The consulting firm (lead firm in case of JVCA) must have previous experience of rendering consultancy services for the supervision of two lane Highway Multi-span PC Girder Bridge of length not less than 300m over a river within last 10 (ten) years. The associate firm(s) of JVCA must have experience of rendering consultancy services of supervision of PC Girder Bridge over a river/flyover on a highway within last 10 (ten) years.
  - The consultants are to provide information to demonstrate that they are qualified to perform the services by submitting their company's brochure, summarizing the firm's organizational details including key personnel, facilities, areas of expertise, managerial strength, financial capacity & yearly turnover of the firm for last 5 (five) years, description of past experience in Project Data Sheet (PDS); a list of past and present assignment of similar nature & operating conditions; availability of appropriate professional staff showing their qualification and experience etc.; and any other information that may show the applicant's ability to carry out the assignment satisfactorily that shall demonstrate the firm's reputation as a professional body & its reputation for maintaining a satisfactory relationship with the client. The consultant will be selected using the Quality and Cost Based (QCBS) procurement method. Interested applicants may obtain further information by applying to the address below during normal office hours.
  - Expression of Interest (EOI) with supporting documents shall be submitted at or **before 4:00pm on 18-12-2018**, in sealed envelope delivered to the Project Director, RHD, Construction of Sonahat Bridge over the River Dudhkumr at Bhurungamari-Sonahat Landport-Mothergonj-Bhitorbondh-Nageshwari Road, Sarak Bhaban, Rangpur and be clearly marked "EXPRESSION OF INTEREST (EOI) FOR SUPERVISION CONSULTANCY SERVICES FOR CONSTRUCTION OF SONAHAT BRIDGE PROJECT". The EOI may be submitted by hand, by register post or courier service and the applicants shall be responsible for safe delivery in time. The employer shall not be responsible for any costs or expenses incurred by the firms in connection with the participation or delivery of the EOI. The procuring entity reserves the right to accept or reject all the Expression of Interest (EOI) without assigning any reason.

**Amir Hossain**  
ID. No. 602205  
Executive Engineer, RHD (CC)  
Road Division, Kurigram  
Mob: 01730-782732

GD-2742

**Government of the People's Republic of Bangladesh**

Office of the Executive Engineer

Jamalpur PWD Division

Jamalpur

Phone/Fax: +880981-63666

[www.pwd.gov.bd](http://www.pwd.gov.bd)

Memo No: 25.36.3900.164.07.001.18/962

Date: 03/12/2018

**5th Corrigendum**

It is hereby notified to all concerned that the tender package name: **Construction of hospital building (6 storied building with 10 storied foundation) including internal sanitary and external water supply, internal electrification, compound drain, gas connection etc. IFIT No. 1/2018-2019. Invited vide this office memo No. 25.36.3900.164.07.001.16/433 dated: 13/09/2018** the following corrigendum has been made:

Tender notice/ document Sl. No.	Description	As published in tender notice/document	As per amendment
At 4 <sup>th</sup> Corrigendum Notice	Tender last selling date	04/12/2018 at 05.00pm (Bangladesh Standard Time)	11/12/2018 at 05.00pm (Bangladesh Standard Time)
At 4 <sup>th</sup> Corrigendum Notice	Tender closing date & time	05/12/2018 at 12.00pm (Bangladesh Standard Time)	12/12/2018 at 12.00pm (Bangladesh Standard Time)
At 4 <sup>th</sup> Corrigendum Notice	Tender opening date and time	05/12/2018 at 03.00pm (Bangladesh Standard Time)	12/12/2018 at 03.00pm (Bangladesh Standard Time)
GCC 78.1	Advance Payment	The Advance Payment shall be: <b>Not applicable</b>	The Advance Payment shall be: <b>10% for mobilization</b> , but tenderer will need to submit The Bank Guarantee in prescribed form for Advance Payment (Form PW5-10) <i>(the Advance Payment Guarantee has to be issued by an internationally reputable bank which has a correspondent bank located in Bangladesh in accordance with GCC clause 78)</i>
GCC 75.1	Retention money	The proportion of payments to be retained as <b>10% percent.</b>	The proportion of payments to be retained is: <b>None.</b>
ITT 61.2	Performance security	The amount of performance security shall be <b>5% (five)</b> percent of the contract price in the currency of USD.	The amount of performance security shall be <b>10% (ten)</b> percent of the contract price in the currency of USD.

All other terms and conditions will remain unchanged. This corrigendum is a part and parcel of the tender.

**Faisal Halim**  
Executive Engineer  
Jamalpur PWD Division  
Jamalpur

GD-2744