



# CHATTOTRAM WATER SUPPLY & SEWERAGE AUTHORITY

Dampara, Chattogram, Bangladesh

Email : info@ctg-wasa.org.bd

website: www.ctg-wasa.org.bd



"শেখ হাসিনার মূলনীতি  
গ্রাম শহরের উন্নতি"

Memo no: 46.06.0000.103.104.1360.2023- 925

Date: 18 July 2023

## Invitation for Tender (Non-Consulting Services)

1.	Brief on Invitation	Sealed tenders are hereby invited from the reputed service providers for outsourcing services.	
2.	Ministry/Division	Local Government, Rural Development and Co-operatives Ministry/Local Government Division.	
3.	Agency	Chattogram Water Supply & Sewerage Authority.	
4.	Procuring Entity Name	Secretary, Chattogram WASA.	
5.	Procuring Entity District	Chattogram.	
6.	Invitation for	Procurement of Outsourcing Services for the Post of Office Assistant for Different Divisions of Chattogram WASA	
7.	Invitation Ref No	46.06.0000.103.104.1360.2023-925	
8.	Date	Date: 18.07.2023	
KEY INFORMATION			
9.	Procurement Method	OTM (Non-Consulting Services)	
FUNDING INFORMATION			
10.	Budget and Source of Funds	GOB (Government of Bangladesh)	
11.	Development Partners (if applicable)	Not Applicable	
PARTICULAR INFORMATION			
12.	Project / Program Code (if applicable)	Not Applicable	
13.	Project Name (if applicable)	Not Applicable	
14.	Tender Package No.	Sec/S2	
15.	Tender Package Name	Procurement of Outsourcing Services for the Post of Office Assistant for Different Divisions of Chattogram WASA	
16.	Tender Publication Date	19.07.2023	
17.	Tender Last Selling Date	13.08.2023	4:00pm (BST)
18.	Tender Closing Date and Time	14.08.2023	01:00pm (BST)
19.	Tender Opening Date and Time	14.08.2023	2:00pm (BST)
20.	Name & Address of the office(s)	Address:	
	I) Selling Tender Document	Office of the Secretary, Secretariat, WASA Bhaban, Dampara, Chattogram.	
	II) Receiving Tender Document	Office of the Secretary, Secretariat, WASA Bhaban, Dampara, Chattogram.	
	III) Opening Tender Document	Office of the Secretary, Secretariat, WASA Bhaban, Dampara, Chattogram.	
INFORMATION FOR TENDERER			
21.	Eligibility of Tenderer	<ul style="list-style-type: none"><li>• Tenderers shall have the legal capacity to enter into the Contract under the Applicable Law;</li><li>• Tenderers shall be enrolled in the relevant professional or trade organisations registered in Bangladesh;</li><li>• Tenderers shall have fulfilled its obligations to pay taxes under the provisions of laws and regulations of Bangladesh and</li><li>• Tenderers shall have the license for providing manpower through outsourcing from Dept. of Inspection for factories and Establishments (DIFE), MoLE.</li></ul>	

22.	Qualification of Tenderer	As defined in the tender documents	
23.	Brief Description of Services	Providing Physical Services for the post of 10 (ten) nos. Office Assistant.	
24.	Price of Tender Document (Tk)	Tk. 2000/-	
25.	Location of Services	Chattogram metropolitan area.	
26.	Tender Security Amount (Tk)	Tk. 65,000/- (Sixty Five Thousand)	
27.	Completion Time in Weeks / Months	12 (Twelve) months	
PROCURING ENTITY DETAILS			
28.	Name of Official Inviting Tender	Shahida Fatema Chowdhury.	
29.	Designation of Official Inviting Tender	Secretary	
30.	Address of Official Inviting Tender	Office of the Secretary, Secretariat, WASA Bhaban, Dampara, Chattogram.	
31.	Contact details of Official Inviting Tender	Phone: 02333354269 Mobile: 01970980763	e-mail: cwasa.secretariat@yahoo.com
32.	a. The Procuring Entity reserves the right to reject all the Tenders or annul the Tender proceedings without assigning any reasons whatsoever. b. The Procurement process will be done in accordance with the Outsourcing Regulations-2018.		

Sd.  
(Shahida Fatema Chowdhury)  
Secretary  
Chattogram, WASA

Memo No. 46.06.0000.103.104.1360.2023-925

Date: 18 July 2023

**Copy forwarded for kind information: (not in order of seniority)**

1. Managing Director, Chattogram WASA, Chattogram.
2. Deputy Managing Director (Admin), Chattogram WASA, Chattogram.
3. Deputy Managing Director (Engineering), Chattogram WASA, Chattogram.
4. Deputy Managing Director (Finance), Chattogram WASA, Chattogram.
5. Commercial Manager/ Chief Engineer, Chattogram WASA, Chattogram.

**Copy forwarded for kind information & wide circulation:**

- ✓ 6. System Analyst, Chattogram WASA, Chattogram [With request to publish this notice in CPTU Website & CWASA Website.]
7. P.R.O, Chattogram WASA, Chattogram. [Enclosed 10 (ten) copies of tender notice for publication at least two National (One English & One Bengali) widely circulated and one local daily Newspapers.]
8. Notice Board.

(Shahida Fatema Chowdhury)  
Secretary  
Chattogram, WASA