



# Gas Transmission Company Limited (GTCL)

(A Company of Petrobangla)

Plot: F-18/A, Sher-e-Bangla Nagar Administrative Area

Agargaon, Dhaka-1207.

Manpower Outsourcing Section, Recruitment & Training Department, Human Resource Division

## Minutes of Pre-Bid Meeting

Date and Time : 03-07-2023 at 11:00 am.

Place : Conference Room (Level-6)

Gas Transmission Company Limited (GTCL)

Plot: F-18/A, Sher-e-Bangla Nagar Administrative Area, Agargaon, Dhaka-1207.

(a) **Ref. No.: 28.14.0000.130.01.011.23 (Re-Tender)-Package-01**

Procurement of outsourcing security services from service provider for different offices, residential areas, Installations, Gas and Condensate Pipelines of GTCL under Sylhet, Moulvibazar, Habiganj & Brahmanbaria areas.

(b) **Ref. No.: 28.14.0000.130.01.012.23 (Re-Tender)-Package-02**

Procurement of outsourcing security services from service provider for different offices, residential areas, Installations and Gas Pipelines of GTCL under Cox's Bazar, Chattogram, Feni, Cumilla, Narsingdi, Kishoreganj, Habiganj & Brahmanbaria areas.

(c) **Ref. No.: 28.14.0000.130.01.013.23 (Re-Tender)-Package-03**

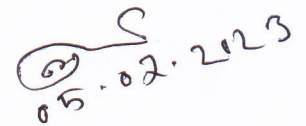
Procurement of outsourcing security services from service provider for different offices, residential areas, Installations & Gas Pipelines of GTCL under Dhaka, Narayanganj, Munshiganj, Gazipur, Narsingdi, Mymensingh, Tangail & Cumilla areas.

(d) **Ref. No.: 28.14.0000.130.01.014.23 (Re-Tender)-Package-04**

Procurement of outsourcing security services from service provider for different offices, residential areas, Installations and Gas Pipelines of GTCL under Sirajganj, Bogura, Natore, Rajshahi, Pabna, Rangpur, Gaibandha, Nilphamari, Kustia, Jashore, Jhenaidah & Khulna areas.

1. Pursuant to the provision of the Tender Document, a Pre-Bid Meeting with the prospective Tenderers in connection with captioned Outsourcing Services of four Packages (Package-01, Package-02, Package-03 & Package-04) was held on 03 July 2023 at 11:00 Hrs (BST) presided by the General Manger (Transmission-East) at the GTCL Head Office, Dhaka. A list of participants in the Pre-Bid Meeting is attached herewith (Attendance Attached).
2. The Meeting started with self-introductions and was followed by preliminary remarks made by the General Manager (ESD) about the background and the objectives of holding the Pre-Bid Meeting. The importance of the above-mentioned Outsourcing Services including overall time schedule/planning of the same was highlighted in the meeting. It was informed in the Meeting that a total of 04 prospective Tenderers have already been purchased the Tender Document. The meeting was also informed that 02 (Two) Tenderers meanwhile have been submitted written clarification requests on various provisions of the Tender Document.
3. The queries/clarifications requests submitted by the prospective Tenderers were discussed in details in the meeting one after another. During this part of the Meeting, it was observed that the queries raised by different prospective Tenderers instantly were much in common and pertained to some basic aspects of the Experience, Payment Procedure, Time Schedule, Tenderers' participation in more than one Package and also to some of the salient provisions of the Tender Document. GTCL readily answered to all the queries raised by the Tenderers. Besides, a presentation has been made in the meeting explaining the different provisions of the Tender Document and common mistakes generally done by the Tenderer was highlighted. The following issues has been emphasized and explained to the Tenderers:

- Tender Security submission without alteration/addition of the prescribed form provided at **Form PSN-4**, Validity as per **ITT Clause 25, 26 & 27**.
  - Specific Experience and requirement of the Tender Document i.e Number of Outsourcing Manpower, Number of Security Personnel, Contract Value, Experience Certificates, Contract Agreement etc.
  - Financial Capabilities, Turn Over, Line of Credit as per **Form PSN-5** etc.
  - List of Documents to be submitted with the tender.
  - Tender Submission Form.
  - Priced Activity Schedule.
  - Location of dropping the tender (ITT 32.1).
  - Authorization as per **ITT Clause 30.2** and **Form PSN-1**.
  - Licence from the Department of Inspection for Factories & Establishments, valid Trade Licence, Tax & VAT Registration Certificate.
  - Current/Existing work performance (**ITT 40.5, 40.6, TDS 20.1 (k) (j)** and **Section 7, B 2(ii)** etc.
  - Management Organization, Training facility, submission of CV as per **Form PSN-3** and Appendix-D etc.
4. The responses to the written queries/clarification of the prospective Tenderers are prepared on the basis of the discussions of the Pre-Bid Meeting and have been furnished as Annexure -1 shall be integral part of the Tender Document.
5. The Pre-Bid Meeting was concluded with a vote of thanks from the General Manager (Transmission-East).

  
05.02.2023

(Md. Abdul Hannan Bepary)  
DGM (Recruitment & Training)  
Gas Transmission Company Limited (GTCL)



# Annexure-1

## Response on Clarification Sought

SL No.	Reference	Subject	Tenderer's Query	Response of GTCL
1	Clause No. ITT 11.1(b), Section 2: Tender Data Sheet Tender Document of Package 1, 2, 3 & 4	C. Qualification Criteria	Is it possible to amend the tender conditions by mentioning only the total value excluding the number of manpower with specific experience mentioned in ITT Clause-11.1(b) under Section 2: Tender Data Sheet?	The number of Outsourcing manpower/Security manpower with a Value has been determined depend upon physical size of similar nature as per ITT Clause-11.1(b) under Section 2: Tender Data Sheet of the Standard Tender Document (Code: PSN) published by the Central Procurement Technical Unit (CPTU) of the Ministry of Planning. Therefore the condition of ITT Clause-11.1(b) in TDS cannot be amended/relaxed.
2	Clause No. ITT 20.1(k), Section 2: Tender Data Sheet Tender Document of Package 1, 2, 3 & 4	D. Tender Preparation	Would like to know what are the exact documents we need to get attested by the first class officer mentioned in the Section 2 ITT Clause 20.1(k) as there are many types of documents attached to a tender submission process?	All the documents must not be submitted with attested by the first class officer but all pages of the original and of each copy of the Tender shall be signed by the person duly authorized to sign on behalf of the tenderer.

  
 05.07.2023  
**Md. Abdul Hannan Bepthary**  
 DGM (Recruitment & Training)  
 Recruitment & Training Department  
 Gas Transmission Company Limited (GTCL)

## Gas Transmission Company Limited (GTCL)

(A Company of Petrobangla)

Agargaon, Dhaka-1207

### Attendance of GTCL Representatives for Pre-Bid Meeting

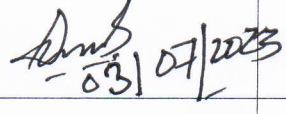
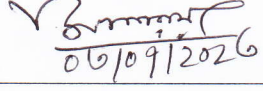


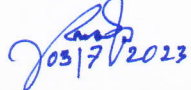
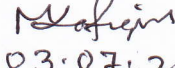
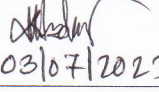
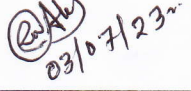

**Subject** : Procurement of outsourcing security services from service provider for different offices, residential areas, Installations, Gas and Condensate Pipelines of GTCL.

**Invitation Ref. No. and Date** : 28.14.0000.130.01.003.23 (Re-Tender), Date: 18-06-2023.

**Tender Package No.** : **Package-01, Package-02, Package-03 & Package-04**

**Date & Time of Pre-Bid Meeting** : 03-07-2023 at 11:00 am.

**Place of Pre-Bid Meeting** : Conference Room (Level-6) of GTCL  
Plot: F-18/A, Sher-e-Bangla Nagar, Agargaon, Dhaka-1207.

Sl. No.	Name and Designation	Signature	Remarks
1.	Nazrul Islam General Manager (Transmission-East), GTCL	 03/07/2023	
2.	Mina Rani Roy General Manager (Admin) & GM (HR), Add. Charge, GTCL	 06/09/2026	
3.	Md. Ainul Kabir General Manager (ESD), GTCL		
4.	Ali Hussain General Manager (Transmission-West) Current Charge, GTCL	-	
5.	Md. Abdul Hannan Bepary DGM (Recruitment & Training), GTCL	 10-07-2026	
6.	Bikash Kumar Shil DGM (Central Accounts), GTCL	 03/07/2023	
7.	Md. Shafiqul Islam Sarker Manager (Outsourcing), GTCL	 03.07.2023	
8.	Mohammad Didarul Hyder Deputy Manager (Outsourcing), GTCL	 03/07/2023	
9.	Mohammad Abdul Wadud Assistant Manager (Outsourcing), GTCL	 03/07/23	
10.	Moazzem Hosen Assistant Manager (Outsourcing), GTCL	 03.07.2023	



# Gas Transmission Company Limited (GTCL)

(A Company of Petrobangla)

Agargaon, Dhaka-1207

## Attendance of Tenderers' Representative for Pre-Bid Meeting




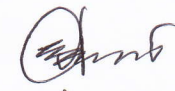
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Plot: F-18/A, Sher-e-Bangla Nagar, Agargaon, Dhaka-1207.

Sl. No.	Name & Address of the Tenderer	Signature of Tenderer	Remarks
01.	Radisson Digital Technologies Ltd Sheh Ali Tower, (Mob:01958556634) 33, Kachanabazar, Dhaka.	 03.7.23	
02	Trust Security Services Ltd 185, Bijoynagar, Dhaka-1000	 03/07/23	
03	JSS Services Ltd H-46, R-05, Nirunja-1, Khilkhet, Dhaka-1229	 03/07/23	
04	Elite Construction RAJUK Commercial Complex Cum Car Parking Plot # 3/A, Road # 17, Gulshan-1 Dhaka	 03/07/23 01712355555	

Ref: JSSSL/Tender/GTCL/2023/01

Date: 03/07/2023

To,

Deputy General Manager (Recruitment and Training)  
Recruitment and Training Department (Level-10)  
Gas Transmission Company Limited (GTCL).  
Plot:F-18/A, Sher-e-Bangla Nagar Administrative Area.  
Agargaon, Dhaka-1207.

*on file*  
*6/21/2023*

*DM (015)*  
*M. Rahman*  
*03.07.2023*

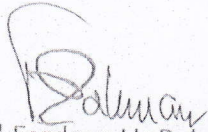
**Subject: Query for attestation of tender documents by first class officer.**

Dear Sir

In reference to your Tender schedule, invitation for Tender No: 28.14.0000.130.01.003.23(Re-Tender) Dated: 18/06/2023 for providing Security services through outsourcing for different offices, residential areas, installations & Gas pipelines of GTCL under Dhaka, Narayanganj, Munshiganj, Gazipur, Narsingdi, Mymensingh, Tangail & Cumilla areas, We, JSS Services Ltd. would like to know what are the exact documents we need to get attested by the first class officer mentioned in the section-2 ITT Clause 20.1 (k) as there are many types of documents attached to a tender submission process.

Assuring you all sort of co-operation in the rest to come.

Thanking You



Md Ferdous Ur Rahman  
CEO  
J.S.S Services Lid.





## Radisson Digital Technologies Limited

রেফারেন্স নং: আরডিটিএল/জিটিসিএল/প্যাকেজ-০১-০৪/২০২৩ তারিখ: জুলাই ০৩, ২০২৩

বরাবর  
আব্দুল হান্নান বোশারী  
ডেপুটি জেনারেল ম্যানেজার (রিক্রুইটমেন্ট এন্ড ট্রেনিং)  
গ্যাস ট্রান্সমিশন কোম্পানী লিমিটেড।  
প্লট-এফ-১৮/এ, শেরে-বাংলা নগর, আগাঁরগাও, ঢাকা-১২০৭।

*m/05*  
*৩০/০৭/২৩*

*DM/05*  
*৩০/০৭/২৩*

বিষয় : গ্যাস ট্রান্সমিশন কোম্পানী লিমিটেডের আউটসোর্সিং পদ্ধতিতে জনবল সরবরাহের দরপত্রে সিপিটিইউ এর আউটসোর্সিং সংক্রান্ত স্ট্যান্ডার্ড টেন্ডার ডকুমেন্ট অনুযায়ী স্পেসিফিক এক্সপেরিয়েন্স পরিবর্তন প্রসঙ্গে।

দরপত্রের সূত্র নং-০১: ২৮.১৪.০০০০.১৩০.০১.০১১.২৩ (Re-Tender) -প্যাকেজ-০১  
দরপত্রের সূত্র নং-০২: ২৮.১৪.০০০০.১৩০.০১.০১২.২৩ (Re-Tender) -প্যাকেজ-০২  
দরপত্রের সূত্র নং-০৩: ২৮.১৪.০০০০.১৩০.০১.০১৩.২৩ (Re-Tender) -প্যাকেজ-০৩  
দরপত্রের সূত্র নং-০৪: ২৮.১৪.০০০০.১৩০.০১.০১৪.২৩ (Re-Tender) -প্যাকেজ-০৪

জনাব

সবিনয় নিবেদন এই যে, আমরা রেডিসন ডিজিটাল টেকনোলজিস লিমিটেড এর পক্ষ হতে চিঠিতে বর্ণিত ০৪ টি প্যাকেজে অংশগ্রহণ করতে চাই। আমরা ইতিমধ্যে সরকারী, বেসরকারী ও স্বায়ত্বশাসিত বিভিন্ন কোম্পানিতে সুনামের সহিত জনবল সরবরাহ করে আসছি। আমরা দরপত্রে দেখতে পেলাম যে, দরপত্রের যোগ্যতার স্পেসিফিক এক্সপেরিয়েন্স শর্তাবলি সিপিটিইউ এর আউটসোর্সিং সংক্রান্ত স্ট্যান্ডার্ড টেন্ডার ডকুমেন্ট অনুযায়ী চাওয়া হয়নি। এখানে উল্লেখ্য যে স্পেসিফিক এক্সপেরিয়েন্স হিসেবে প্যাকেজ-০১ এ একক কার্যাদেশে ১৬০ জন তার মধ্যে ৮০ জন সিকিউরিটি গার্ড; প্যাকেজ-০২ এ একক কার্যাদেশে ১৫০ জন তার মধ্যে ৭৫ জন সিকিউরিটি গার্ড; প্যাকেজ-০৩ এ একক কার্যাদেশে ১৪৫ জন তার মধ্যে ৭৩ জন সিকিউরিটি গার্ড; প্যাকেজ-০৪ এ একক কার্যাদেশে ১২০ জন তার মধ্যে ৬০ জন সিকিউরিটি গার্ড সরবরাহের অভিজ্ঞতা চাওয়া হয়েছে। তাই আমরা চাই যে, দরপত্রের যোগ্যতা মূল্যায়নের স্পেসিফিক এক্সপেরিয়েন্স হিসাবে জনবলের সংখ্যা বাদ দিয়ে সিপিটিইউ এর আউটসোর্সিং সংক্রান্ত স্ট্যান্ডার্ড টেন্ডার ডকুমেন্ট অনুযায়ী আউটসোর্সিং পদ্ধতিতে শুধু চুক্তি মূল্য চাওয়া হলে আরো বেশি কোম্পানী উক্ত দরপত্রে অংশগ্রহণ করতে পারে। দরপত্রে যত বেশি ঠিকাদার কোম্পানী অংশগ্রহণ করবে তার মধ্যে হতে ভাল সার্ভিসটি গ্যাস ট্রান্সমিশন কোম্পানী লিমিটেডের পক্ষে বেছে নেওয়া সম্ভব হবে।

এমতাবস্থায়, আউটসোর্সিং নীতিমালা অনুযায়ী, নিয়ম মোতাবেক জনবল সরবরাহ নিশ্চিত করার লক্ষ্যে চারটি প্যাকেজের সিপিটিইউ এর আউটসোর্সিং সংক্রান্ত স্ট্যান্ডার্ড টেন্ডার ডকুমেন্ট অনুযায়ী স্পেসিফিক এক্সপেরিয়েন্স সংশোধন করা প্রয়োজন।

অতএব, উপরোক্ত বিষয়াদি পর্যালোচনা করে প্রয়োজনীয় নির্দেশনা প্রদান করার জন্য বিনীত অনুরোধ করছি।

নিবেদক

**Delwar Hossain Faruk**  
Chairman  
Radisson Digital Tech. Ltd.  
দেলোয়ার হোসেন ফারুক

চেয়ারম্যান

রেডিসন ডিজিটাল টেকনোলজিস লিমিটেড।

সংযুক্তি: সিপিটিইউ এর আউটসোর্সিং সংক্রান্ত স্ট্যান্ডার্ড টেন্ডার ডকুমেন্ট এর টিডিএস।

## 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
	<b>IFT IDENTIFICATION NO:</b>
<b>A. General</b>	
ITT 1.1	<p>The Employer is <i>[insert name of Procuring Entity]</i> Represented by <i>[insert name of the representative]</i>.</p> <p><b>The Name of the Service is:</b>            Brief Description:            Tender Ref:</p>
ITT 1.2	<p>The Intended Completion Date of the Contract is <i>[insert date]</i>  <i>[insert the same date as inserted in GCC Sub Clause 13.1 of the PCC]</i></p>
ITT 3.1	<p>The source of public fund is  <i>[state source, GOB or other source of fund]</i></p>
<b>B. Tender Document</b>	
ITT 8.1	<p>For <b>clarification of Tender Document purposes</b> only, the Procuring Entity's address is:            Attention :            Address :            Facsimile :            E-mail :            Website :</p>
<b>C. Qualification Criteria</b>	
ITT 11.1(a)	<p>The minimum number of years of general experience of the Tenderer in contracting industries in public sector as Prime Contractor/Sub Contractor/Management Contractor shall be <i>[state number]</i> years.  <i>[a minimum of three(3) years would be deemed reasonable; years counting backward from the date of publication of IFT in the newspaper]</i></p>
ITT 11.1(b)	<p>The minimum specific experience as a Prime Contractor in providing non-Consultant Service of at least ONE contract of similar nature, complexity and methods/technology completed over a period of three (3)years each with a value of at least of Tk <i>[insert amount]</i> shall be required.            Contract for providing Service will be treated as similar nature.            [PE is required to specify here the nature, physical size, complexity, methods/technology or other characteristics satisfying the requirements for similarity within the scope of the proposed non-Consultant Service]  <i>[the minimum number of contracts will depend upon the size and type of the Service, and the Procuring Entity should make its own judgement based upon its experience in the sector and the contracting industry. For large value Service, it could be one (1)contract of similar nature during the last three (3) years or five (5) years or ten (10) years as appropriate; years counting backward from the date of publication of IFT in the newspaper]</i>  <i>[the minimum value of the similar Service under a single or multiple number of contract(s) is recommended to be between 50 and 75 percent of the estimated cost of the proposed non-Consultant Service]</i></p>