

বাংলাদেশ সিকিউরিটিজ এ্যান্ড এক্সচেঞ্জ কমিশন  
Bangladesh Securities and Exchange Commission  
Securities Commission Bhaban, E-6/C, Agargaon  
Administrative Area, Sher-E-Bangla Nagar, Dhaka-1207  
Tel. No: +88 02 55007131, Fax No. +88 02 55007106  
Email: info@sec.gov.bd Web: www.sec.gov.bd

## Invitation for Tender

|   |                                            |                                                                                              |
|---|--------------------------------------------|----------------------------------------------------------------------------------------------|
| 1 | Ministry/Division                          | Financial Institutions Division, Ministry of Finance                                         |
| 2 | Agency                                     | Bangladesh Securities and Exchange Commission                                                |
| 3 | Procuring Entity Name                      | Office of the BSEC Administration, Securities Commission Bhaban, E-6/C, Agargaon, Dhaka-1207 |
| 4 | Invitation for Providing Physical Services | Procurement of ICT Support and Maintenance Service                                           |
| 5 | Tender no.                                 | BSEC/2021-2022/NCS/ICTsupport-03                                                             |
| 6 | Invitation Ref No.                         | BSEC/ADMIN/41:47/2021-1216                                                                   |
| 7 | Date                                       | 18/11/2021                                                                                   |

### KEY INFORMATION

|                     |                            |                                                         |
|---------------------|----------------------------|---------------------------------------------------------|
| 8                   | Procurement Method         | Open Tendering (Procurement of non-consulting Services) |
| Funding Information |                            |                                                         |
| 9                   | Budget and Source of Funds | Bangladesh Securities and Exchange Commission Own Fund  |

### PARTICULAR INFORMATION

|    |                                                                                      |                                                                                          |                                                                                          |                                                                                          |
|----|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| 10 | Tender Name                                                                          | Procurement of ICT Support and Maintenance Service                                       |                                                                                          |                                                                                          |
| 11 | Tender Selling Date, Closing & Opening Date and Time                                 | Last Selling Date                                                                        | Closing Date & Time                                                                      | Opening Date & Time                                                                      |
|    |                                                                                      | On 05-Dec-2021 up to 4:00 PM                                                             | On 06-Dec-2021 up to 2:30 PM                                                             | 06-Dec-2021 at 3:30 PM                                                                   |
| 12 | Name & Address of the office for selling Tender Document, receiving & opening tender | Selling                                                                                  | Receiving                                                                                | Opening                                                                                  |
|    |                                                                                      | Office of BSEC Administration, Securities Commission Bhaban, E-6/C, Agargaon, Dhaka-1207 | Office of BSEC Administration, Securities Commission Bhaban, E-6/C, Agargaon, Dhaka-1207 | Office of BSEC Administration, Securities Commission Bhaban, E-6/C, Agargaon, Dhaka-1207 |

### INFORMATION FOR TENDERER

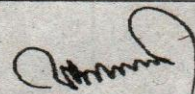
|    |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13 | No. of Lot              | No. of lot under this tender is 01 (One)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 14 | Eligibility of Tenderer | <p>1. The minimum number of years of general experience of the Tenderer as Prime Contractor in computer maintenance and support services shall be 15 years.</p> <p>2. The minimum specific experience as a Prime Contractor in providing computer maintenance and support services of at least THREE contracts, successfully completed within the last Four (4) years. And among those contracts at least TWO successfully completed contracts within the last 4 (Four) years having each contract value of at least Tk. 32 Lac (Thirty Lac).</p> <p>3. The required average annual turnover of the Tenderer shall be at least of the amount of Tk 32 Lac over the last four years.</p> <p>4. The minimum amount of liquid assets i.e. working capital or credit line(s) of the Tenderer shall be Tk 20 Lac (Twenty Lac). In case of credit line document issued by bank, tender invitation no., tender package no., tender title must be mentioned.</p> <p>5. Tenderer must submit following additional documents:</p> <ul style="list-style-type: none"> <li>- ISO certificate of ISO/IEC 27001:2013 at least valid up to June 2020.</li> <li>- Membership of BCS (Bangladesh Computer Samity) and BASIS (Bangladesh Associations of Software &amp; Information Services).</li> <li>- Valid and up to date Trade License in Bangladesh</li> <li>- Certificate of Incorporation Document</li> <li>- E-TIN registration certificate</li> <li>- Latest Income Tax Clearance Certificate in Bangladesh</li> <li>- VAT Registration Certificate in Bangladesh</li> <li>- Service completion certificates for specific experiences must be submitted</li> </ul> <p>And other conditions as mentioned in the TDS and other parts of the tender document must be fulfilled by the tenderer.</p> |
| 15 | Brief Description of    | In order to carry out all sort of troubleshooting and maintenance of                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



|    |                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15 | Brief Description of Services and Time for Completion | tender document must be fulfilled by the tenderer.<br>In order to carry out all sort of troubleshoot and maintenance of computer hardware, Anti-virus, Application software, Operating system, Access control system, CC TV System, IP PABX, LAN connectivity, WIFI connectivity and all other computer systems, BSEC needs ICT support and maintenance service from reputed ICT support service company.<br>Time for Completion of the Services: 24 months |
| 16 | Price of Tender Document                              | BDT 3,000/- (Taka Three Thousand) only payable in the form of Pay Order/Bank draft from any scheduled bank in Bangladesh in favor of BANGLADESH SECURITIES AND EXCHANGE COMMISSION                                                                                                                                                                                                                                                                          |
| 17 | Tender Security Amount                                | The amount of the tender security shall be BDT 1,60,000.00 (Taka One Lac Sixty Thousand Only). The tender security shall be payable in the form of <b>Bank Draft or Pay Order</b> in favor of BANGLADESH SECURITIES AND EXCHANGE COMMISSION.                                                                                                                                                                                                                |

#### PROCURING ENTITY DETAILS

|    |                                                                                                                        |                                                                                                              |
|----|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| 18 | Name of Official Inviting the Tender                                                                                   | Md. Mahbubul Alam                                                                                            |
| 19 | Designation of Official Inviting the Tender                                                                            | Executive Director (Admin)                                                                                   |
| 20 | Contact details of Official Inviting the Tender                                                                        | Office of BSEC Administration, Securities Commission Bhaban, E-6/C, Agargaon Administrative Area, Dhaka-1207 |
| 21 | The procuring entity reserves the right to accept or reject any/all tender(s) without assigning any reason whatsoever. |                                                                                                              |



**Md. Mahbubul Alam**

Executive Director (Admin)

Bangladesh Securities and Exchange Commission

Email: [mahbubulalam@sec.gov.bd](mailto:mahbubulalam@sec.gov.bd)

SC-1554/21 (15"x4)