



বাংলাদেশ রেফারেন্স ইনস্টিটিউট ফর কেমিক্যাল মেজারমেন্টস্ (বিআরআইসিএম)

ড. কুদরাত-এ -খুদা সড়ক (লাবরেটরী রোড), ধানমন্ডি, ঢাকা-১২০৫ ☐ ০২-৪৪৬১২৪৫১ ☐ info@bricm.gov.bd ☐ www.bricm.gov.bd

No. 39.11.0000.009.11.001.22

Date: 22.11.2022

Request for Expression of Interest (EOI) for selection of Consultant (National) For Consultancy Services

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH	
Ministry/Division:	Ministry of Science and Technology
Agency:	Bangladesh Reference Institute for Chemical Measurements (BRiCM)
Procuring Entity Name:	Bangladesh Reference Institute for Chemical Measurements (BRiCM)
Procuring Entity District:	Dhaka
Expression of Interest for Selection of:	a) Consultant (Finance) b) Consultant (Administration) c) Consultant (Electro-mechanical)
Title of Service:	a) Consultancy services for all backend office processes like financial management, accounting, procurement, etc. of BRiCM and for institutional strengthening of BRiCM. b) Consultancy services for all backend office processes, like, human resource management, office management, file management, office communications, international relations, etc. and for institutional strengthening of BRiCM. c) Consultancy services for all backend office processes like repair and maintenance of electro-mechanical equipment etc. of BRiCM.
KEY INFORMATION	
Procurement Method:	Open Tendering Method (OTM)
Procurement Sub-Method:	Quality and Cost Base Selection (QCBS) method
FUNDING INFORMATION	
Budget and Source of Funds:	GoB
Development Partners:	None
PARTICULAR INFORMATION	
Last date & time of submission of EOI	04/12/2022, 03:00 pm
Time of opening of EOI	05/12/2022, 03:30 pm
EOI Receiving place	: Office of Admin, Bangladesh Reference Institute for Chemical Measurements (BRiCM), Room no-102, Dr. Quadrat-e-Khuda Road (Laboratory Road) Dhanmondi, Dhaka-1205 : No EOI will be received after due time.
INFORMATION FOR APPLICANT	
Brief Description of Assignment:	Consultant (Finance) The consultant will work closely with the Director General to help build and implement a robust financial management system of BRiCM. <ul style="list-style-type: none">To support the account section for the day-to-day operationTo support budget preparation, annual procurement plan, and procurement plan executionTo support for ensuring all the procedures and supporting documents before any final paymentTo support the Accounts team in preparing for audit. Consultant (Administration) The consultant will work closely with Director General to help develop a smart, intelligent and sustainable administrative system. <ul style="list-style-type: none">Background study and review of Chemical Metrology issues in Bangladesh and worldwide, various Acts (Regional and International), ISO, BIPM, APMP, and OIML requirementsAscertain the rationale of the Acts, policies, administrative guidelines/ regulations, quality system, human resource development, and their necessity in the economyAscertain goals and objectives to be achieved through the Act, policies, administrative guideline/regulations, quality system for PT/ILC, CRM, HRDConduct a comprehensive review of Acts of National Chemical Metrology Institutes across the world with a specific focus on countries matching with development profile and socio economic characteristics of Bangladesh;To maintain liaison with the concerned agencies of the government regarding the matters relating to different regulations under the Act, TO&E of the organization, creation of post/manpower, and the matters as the situation demands from time to time.

	<ul style="list-style-type: none"> • Help preparing Organogram/TO&E; the standard format of Service Agreement; the standard format of MoU; the standard format of Cooperation Agreement; Management Requirement of Quality Manual as per ISO/IEC 17025; Management Requirement of Quality Manual as per ISO/IEC 17034; the template for Certification, Report; Training for the manpower (scientists/technicians/administrative) on file management, PPR; comprehensive plan for and implementation of promotional activities, work plan for implementing the terms of APA; the citizen charter according to the Act; Noitikota, shuddhachar. • To support for day to day office management and overall administrative management. <p>Consultant (Electro-mechanical)</p> <ul style="list-style-type: none"> • The consultant will help maintain electro-mechanics systems like VRF, Substation, BBT, Generator, AVR, UPS, Lift, LPS, CCTV, Internet, PABX, etc. installed in BRiCM. • Perform periodic maintenance and primary troubleshooting of the VRF system; the Substation, the Generator, AVR, UPS, Lift, CCTV, Internet and PABX
Evaluation criteria of consultant:	<p>Consultant (Finance)</p> <ul style="list-style-type: none"> • Consultants should have at least a master's degree with 20 years' working experience in the relevant field, preferably in the government sector, including sufficient knowledge and expertise in financial management, PPA, PPR and other relevant rules and procedures. <p>Consultant (Administration)</p> <ul style="list-style-type: none"> • Consultants should have at least a master's degree with 20 years' working experience in the relevant field preferably in the government sector, including sufficient knowledge and expertise in personnel management, office management, file management, drafting of laws, rules, regulations, etc., international relations, negotiation skill, inter-ministerial liaison, Annual Performance Agreement (APA), etc. • The consultant having knowledge of existing Acts, Laws, rules, guidelines, executive orders, etc. will be preferred. <p>Consultant (Electro-mechanical)</p> <ul style="list-style-type: none"> • Consultants should have at least a diploma in Electrical/ Mechanical Engineering with 5 years' working experience in the relevant field preferably in the government sector. • The consultant having knowledge of existing electro-mechanical will be preferred.
PROCURING ENTITY DETAILS	
Name of Official Inviting EOI:	Md. Moniruzzaman
Designation of Official Inviting EOI:	Senior Scientific Officer
Address of Official Inviting EOI:	Bangladesh Reference Institute for Chemical Measurements (BRiCM) Room no-102, Dr. Qudrat-e-Khuda Road (Laboratory Road) Dhanmondi, Dhaka-1205
Contact details of Official Inviting EOI:	Tel: +8802-44612451, E-mail: info@bricm.gov.bd
Incomplete or partial EOIs will be rejected. The authority reserves the right to accept or reject any or all of the EOIs or cancel the procurement process at any stage without assigning any reason whatsoever and without incurring any liability to the affected applicant(s). EOIs received after last date and time of submission shall not be considered for their short listing. The consultant will be selected in accordance with the guide lines of PPR-2008.	
Md. Moniruzzaman Senior Scientific Officer	