



Bangladesh Hi-Tech Park Authority
Information & Communication Technology Division
Ministry of Posts, Telecommunications and Information Technology
ICT Tower, Agargaon, Dhaka-1207
www.bhtpa.gov.bd

Invitation for Expression of Interest (EOI)

For Selection and Appointment of Dormitory Management Company (DMC) for conducting Operation and Maintenance works/services for Operation and Maintenance of the Dormitory Building, Amphitheatre building & others relevant premises at Software Technology Park, Jashore of Bangladesh Hi-Tech Park Authority (BHTPA).

Sealed Expressions of Interest (EOI)/Applications are hereby invited from reputed Dormitory Management Companies (DMC)/Firms for conducting Operation and Maintenance services/works of Operation and Maintenance of the Dormitory Building, Pond & Amphitheatre Building at Software Technology Park, Jashore of Bangladesh Hi-Tech Park Authority:

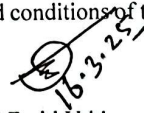
GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH		
1	Ministry/Division	Information and Communication Technology Division
2	Procuring Entity Name	Bangladesh Hi-Tech Park Authority
3	EOI Ref. No. & Date	Memo: 56.02.0000.006.07.580-108, Date: 16/03/2025
4	EOI Published Date	From 16/03/2025
5	Last Date, of Receiving EOI/Application	Date: 13/04/2025, Time: 3:00 PM Head Office of Bangladesh Hi-Tech Park Authority, 9th Floor, ICT Tower, Agargaon, Dhaka.
6	Opening of EOI/Applications	Date: 13/04/2025, Time: 3:30 PM, Conference room, BHTPA
7	Brief Description of the Assignment/Scope of Works/Services	The selected Dormitory Management Company (DMC) will be responsible for the operation and maintenance services of the Dormitory & Amphitheatre Building located at the Software Technology Park in Jashore, which is owned by the Bangladesh Hi-Tech Park Authority. The key responsibilities include: establishing rental fees, collecting payments from guests, depositing the collected all funds into a designated escrow account, collecting electricity bills, conducting marketing & branding activities, managing all aspects of operation and maintenance for the Dormitory Building, pond, amphitheater, canteen, and room management. Additionally, the DMC will oversee repairs, replacements, innovations, upgrades, cleaning, and ensuring comprehensive security and services for the dormitory building & amphitheater, along with maintaining regular communication with the Bangladesh Hi-Tech Park Authority.
8	Experience, Qualifications, Evaluation criteria etc.	To prepare a short list of the preliminary eligible applicant companies/firms, the submitted EOI/Applications shall be evaluated on the basis of (1) Compliance with all legal and regulatory requirements governing Dormitory management, including licensing, legal documents, TIN certificate, BIN, Up to date Income Tax Certificate, Up to date Trade License etc (2) The latest Annual audit report (3) Lead partner should have Minimum 02 (Two) year General and overall operation and maintenance services experience of the applicant firm/s (4) Availability of Qualified and experienced staff with expertise in Dormitory/Resort management, leasing, maintenance, and tenant relations to carry out the assignment (5) Yearly average annual turnover of the applicant firm/s from business transaction during the last 02 (two) years shall not be less than: BDT 1,00,00,000/- (Taka one crore) (6) Demonstrated at least one pertinent specific experience in the management of similar types of resorts, dormitories, or hospitality establishments, with a minimum of 02 (two) years in the industry overseeing minimum of 50 (fifty) rooms (7) Access to technology and tools for efficient Dormitory management, including software for accounting, reporting, and communication. (8) Bank Solvency Certificate 10) Experience in Marketing & Branding for attraction of hospitality management.

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9	Address of the Official Inviting EOI	Managing Director, Bangladesh Hi-Tech Park Authority, 9th Floor, ICT Tower, Agargaon, Dhaka.
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10. Other Information, Terms and Conditions:

- (1) The earned revenue from letting renting the room and others income from the dormitory building will be shared between the selected DMC and BHTPA subject to compliance of terms and conditions of the signed contract
- (2) The applicant firm places a significant emphasis on ensuring resident satisfaction and managing complaints efficiently.
- (3) The rate/percentage of share of the revenue, to be apportioned between BHTPA and the selected DMC(s), will be finalized/determined following open competition as well as according to proposal(s) of the applicant firms.
- (4) The total contract period will be up to 07 (Seven) years but it will be extendable up to 03 years based on satisfactory performance.
- (5) Before submitting their EOI/Applications, the representative/s of applicant firms should visit/inspect the parks centers physically at their own costs. In this connection, necessary cooperation will be provided to willing firms from the BHTPA
- (6) The applicant firms should submit their all documents and particulars in hard copies in support of their competence and eligibilities.
- (7) No payment will be made to the selected DMCs from the BIITPA rather certain portion of the collected revenue/money against monthly rent from the guest shall be paid to the BHTPA, The rate of daily/weekly/monthly rent for using the the room of the dormitory building by the guest shall be determined taking approval from the BHTPA.
- (8) The collected revenue money from the guest & other services shall be deposited in a common account named as screw account, which shall be conducted by the both parties
- (09) After making preliminary evaluation by the evaluation committee and after making short list of qualified applicants, the final terms and reference will be prepared and according to those, specific proposal will be invited from the shortlisted competent applicant firms
- (10) The EOI in 02 (Two) copies; 01 (one) marked as ORIGINAL. and other as COPY shall be submitted in separate sealed envelope in the form of book binding. Application language must be English.
- (11) Applications/EOIs shall be valid for a period of not less than 180 (one hundred and eighty) days from the last date of submission of EOI
- (12) The interested firm(s) may be an individual firm or may be a Joint Venture firm or a Consortium or an Association (JVCA). Total number of firms in the Joint Venture, Consortium of Association (JVCA) shall not be more than 03 (three). Lead partner should have 02-years general experience & 02 years specific experience in relevant sector.
- (13) DMC should create Access to a network of reliable contractors and service providers for Dormitory maintenance and repairs.
- (14) The Inviting entity reserves rights to accept or reject any or all EoI without assigning any reason what so ever.
- (15) The Inviting entity also reserves the rights to change or modify the terms and conditions of this advertisement notice at any time. (Check details application format in www.bhtpa.gov.bd)


S.M Farid Udden
Director (A&F)