



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

শিল্প মন্ত্রণালয়

বাংলাদেশ ক্ষুদ্র ও কুটির শিল্প কর্পোরেশন (বিসিক)

কর্মাব্যবস্থাপনা শাখা, প্রশাসন বিভাগ

৩৯৮, তেজগাঁও শিল্প এলাকা, ঢাকা-১২০৮

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## Letter of Acceptance (Form PSN-6)

Memo No: 36.02.0000.003.11.059.24.11662

Date: 30/12/2024

To:  
Soft Touch Network  
93 Kazi Nazrul Islam Avenue  
EDB Trade Centre, Northern University  
Building (4th Floor), Kawran Bazar, Dhaka.

This is to notify you that your Tender dated 06.11.2024 for the performance of Services for Procurement of manpower through outsourcing for Bangladesh Small and Cottage Industries Corporation (BSCIC) Package No: BSCIC-HQ/2024-25/SR-5, where **01 No Electrician service, 01 No Liftman, 06 Nos Driving Service, 04 Nos Pump Operating service, 01 No Classroom Attendant Service, 46 Nos Security and Guard service, 10 Nos Cleaning service, 23 Nos Helping Service** for the Contract price (VAT & Tax included) of Tk 1,91,55,055.5 (One Crore Ninety-One Lac Fifty-Five Thousand Fifty-Five Taka and Fifty Paise) for 10 months, as corrected and modified in accordance with the Instructions to Tenderers, has been approved by Director, Admin, BSCIC, Dhaka (Procuring Entity).

You are thus requested to take following actions:

- accept in writing the Letter of Acceptance within seven (7) working days of its issuance pursuant to ITT Sub Clause 50.2.
- furnish a Performance Security (5% of the Contract price) in the form as specified and in the amount of Tk 9,57,752.78/- (Nine Lac Fifty-Seven Thousand Seven Hundred Fifty-Two Taka and Seventy-Eight Paise) within fourteen (14) days of acceptance of this Letter of Acceptance but not later than 13-01-2025, in accordance with ITT Clause 52.2
- sign the Contract within twenty eight (28) days of issuance of this Letter of Acceptance but not later than 27.01.2025, in accordance with ITT Sub Clause 49.1.

You may proceed with the execution of the said Contract for the provision of Services in accordance with the Contract documents only upon completion of the above tasks. You may also please note that this Letter of Acceptance shall constitute the formation of this Contract which shall become binding upon you.

We attach the draft Contract and all other documents for your signature and return.

Signed

Director (Admin)

BSCIC, 398, Tejgaon Industrial Area, Dhaka-1208

Phone: 02-41024975

Email: diradmin@bscic.gov.bd

Memo. No: 36.02.0000.003.11.059.24.11662 (04)

Date: 30.12.2024

Copy forward for kind information and necessary action to (Not in order of seniority):

- Head of the ICT cell, BSCIC, Dhaka (request for website publication).
- System Analyst, Central Procurement Technical Unit (CPTU), CPTU Bhaban, Planning commission Campus, Sher-e-Bangla Nagar, Dhaka (request for CPTU website Publication).
- Private Secretary to the Chairman, BSCIC, Dhaka (for kind information of the Chairman).
- Personal Assistant of Director (Admin) & Chairperson of TEC, BSCIC, Dhaka (for kind information of the Director (Admin)).

Director (Admin)  
BSCIC, Dhaka