

No 03.307.011.00.00.063.2006-1057(1)

Dated: July 18, 2010

**Request for Expression of Interest (EOI) for selection of Security Consultant Cum-Executives for Export Processing Zones (EPZ) under BEPZA.**

The Bangladesh Export Processing Zones Authority (BEPZA) is seeking 01 (one) No. of Security Consultant Cum Executive with a view to strengthening Security Department of Export Processing Zones (EPZ) under BEPZA.

1. **The main task of the Security Consultant Cum-Executive:**

The main task of the Security Consultant Cum-Executive is available at BEPZA Head Office and BEPZA Website. Interested candidate may collect it for better understanding.

2. **Qualification and Experience:**

The Security Consultant Cum-Executive shall be retired armed forces officer not below the rank of Major & equivalent. Experience in the field of security management both in armed forces & civil administration along with security courses & qualifications will be treated as added qualification.

3. **Remuneration:**

The monthly fees to be paid as per BEPZA Law (Consolidated including taxes) (For Dhaka Metropolitan Area Tk. 59,500/- per month, For Narayangong, Tongi, Chittagong, Khulna, Rajshahi, Sylhet, Barisal Metropolitan Area Tk. 56,500/- per month and For other area Tk. 55,000/- per month).

4. **Age Limit:**

Maximum 45 years.

5. **Place of work:**

Export Processing Zones (EPZ) under Bangladesh Export Processing Zones Authority (BEPZA). There are 08 (eight) EPZs all over the country. Officer will have to serve any one of these EPZs as decided by the Authority.

6. **All applications must be accompanied by:**

- (a) Attested copies of the academic certificates.
- (b) Character and Nationality certificate from first class Gazetted Officer.
- (c) 02 (two) copies of attested passport size photographs.
- (d) Experience certificate (if any).

7. The Authority reserves the right to accept or reject any or all application without assigning any reason whatsoever.

8. Any persuasion by the applicant will be treated as disqualification.

9. Security Consultant Cum-Executive will be selected in accordance with the Procedures set out in the Public Procurement Regulation-2008. Initially the security consultant cum executive will be appointed for 01(one) year. After completion of 01(one) year his service may be extended for his satisfactory performance.

10. Interested applicants shall obtain Standard Request for Application (SRFA) for TOR & further information from the office of Secretary, BEPZA from 0900 to 1600 hours on working days or it may be downloaded from BEPZA website [www.epzbangladesh.org.bd](http://www.epzbangladesh.org.bd).

11. Application must be delivered to the address below by 4.00 PM on 19-8-2010.

Md. Shawkat Nabi  
Secretary  
Phone: 8650064  
E-mail : [secretary@bepza.org](mailto:secretary@bepza.org)

**Terms of Reference (TOR) for appointment of Security Consultant Cum-Executive for Export Processing Zone (EPZ) under BEPZA.**

1. **Background Information**

Bangladesh Export Processing Zones Authority (BEPZA) is seeking 01(one) no. of Security Consultant Cum-Executive with a view to strengthening Security Department of Export Processing Zones (EPZ) under BEPZA.

2. **Aim and Objectives**

To develop the security and maintain law and order within the zone, to devise effective security plan and its implementation to ensure peaceful productive atmosphere within the zone.

1. **The main task of the Security Consultant Cum-Executive shall be**

(a) Security Consultant Cum-Executive shall act as the Chief Executive of the security department and shall be responsible for overall security of the Zone. He shall perform his activities under the guidance of the General Manager, EPZ and General Manager (Security), BEPZA.

(b) Shall be responsible for maintaining and developing the total security system of the Zone.

(c) Shall take necessary action for up-gradation of the skills of the security personnel and strict security measures to ensure peaceful productive atmosphere in the Zone.

(d) Shall be responsible for drawing up a long term perspective plan for total security system and implementation of the plan as per requirement of the Zone and need of the time.

(e) Shall associate himself in the Industrial Relations activities particularly which relates to the safety and security of laborers and the Zone.

(f) Shall check and verify the present record keeping system in the security department, evaluate the adequacy and suggest improvement in the light of present and future requirement.

(g) Shall maintain liaison with the Law Enforcing Agencies, District Administration, Fire Station and other related agencies and organizations for ensuring co-ordinated efforts in maintaining proper security of the Zone.

(h) Shall conduct in house training programmes on regular basis to develop expertise and mould behavioral pattern of the security personnel to show proper courtesy while dealing with the investors and VIPs who visit the Zone from time to time.

(i) Shall devise a mechanism to allow the authorised persons and vehicles to enter into the Zone and prevent all unauthorised movement of goods & vehicles to and from the Zone.

(j) Shall control, guide and supervise all officers and staff of the security department and make them a strong motivating force for providing proper security of the Zone.

(k) Shall study the existing security system in the Zone, analyse the existing procedures and suggest measures for improvement.

(l) Shall report any untoward incident to General Manager (Security), BEPZA and ensure compliance of BEPZA SOP on Security.

(m) Shall develop co-ordination with all security management of different enterprises within the Zone.

(n) Shall evolve a warning system for any emergency security requirement within the Zone area.

(o) Shall perform any other task assigned by the Executive Chairman of BEPZA and the General Manager of the Zone from time to time.

4. **Reporting Requirements**

The Security Consultant Cum Executive is required to submit the following report as outlined and at the times indicated below:

**An Inception Report** not later than two weeks after the formal date of appointment. The report will include:

a. An appreciation of the Terms of Reference that will demonstrate the requirements for implementing the consulting service.

b. A detailed description of planned approach and methodology.

c. A detailed work plan showing the proposed tasks and personnel inputs required.

5. **Preparation and Submission of EOI**

EOI should be prepared in English reflecting the followings:

a. A forwarding letter to the Authority.

b. Brief Profile of the Security Consultant Cum-Executives.

c. Relevant information as per Annexure.

d. A brief methodology on how to carry out the job.

e. Any other relevant information or credentials.

EOI must be delivered by August 19, 2010.

Two copies of EOI should be submitted in separate envelope clearly marking the original and duplicate.

6. **Selection of the Security Consultant Cum-Executive**

BEPZA will appoint best evaluated Applicant. The successful applicant will have to sign agreement with BEPZA. Initially the Security Consultant Cum-Executive will be appointed for 01 (one) year. He may be extended in his service for his satisfactory performance.

7. **General Instructions to Security Consultant Cum-Executive**

a. The authority reserves the right to change any specification/condition/guideline/TOR of the EOI before the last date of the receipt of EOI. Such changes will be notified to the prospective Security Consultant Cum-Executive who has collected the TOR.

b. BEPZA may without prejudice to any other remedy for breach of contract, terminate the Security Consultant Cum-Executive for reason of unsatisfactory performance/progress of assigned job/service etc. No compensation shall be made for such termination.

c. Both parties shall endeavor to settle disputes amicably over the interpretation of the obligations under contract. However, if the same cannot be resolved, it shall be referred to arbitration according to usual Bangladeshi law. The award of arbitration shall be final.

d. If the Security Consultant Cum-Executive engaged is found involved in activities detrimental to the interest of BEPZA, his service/contract with BEPZA will be automatically terminated.

8. **Qualification of the Security Consultant Cum-Executive**

The Security Consultant Cum-Executive shall be retired armed forces personnel not below the rank of Major & equivalent. Experience in the field of security management both in armed forces & civil administration along with security courses & qualifications will be treated as added qualification.

9. **Logistics by BEPZA**

For the smooth functioning of the Security Consultant Cum-Executive, he will be provided a furnished office room in EPZ's for his use.

10. **All applications must be accompanied by**

a. Attested copies of the academic certificates.

b. Character and Nationality certificate from first class Gazetted Officer.

c. 02 (two) copies of attested passport size and 1 (one) copy of stamp size photographs.

d. Experience certificate (if any).

**A. Relevant Experience in last 5 years**

The following information should be provided for each project/contract in the format indicated below:-

<b>Description</b>	<b>Your Response</b>	<b>Remarks (if any)</b>
Project Name		
Country/City		
Project Area		
Contract Amount (Tk)		
Date of Commencement (month/year)		
Expected date of completion (month/year)		
Services Provided by you		
Detail Description of the work		
Use separate sheets if necessary		

Note: A certificate issued by the competent authority confirming experience is to be submitted as documentary evidence.

**B. Summary of proposed consultants**

<b>Name</b>	<b>Field of expertise</b>	<b>Educational Qualification, Industry recognised certification, length of experience</b>	<b>Current position and organisation</b>