

**BANGLADESH BANK**

Bankers' Selection Committee Secretariat

Head Office, Dhaka.

Website: www.bb.org.bd**Invitation for Tender Through Web**

Tender No: 114/2025

Date: 23/10/2025

Tenders are hereby invited through Electronic Media (e-Tenders) from bona fide, government-approved higher educational/training institutes for "Selection of an institution/firm for conducting recruitment examination for the post of Senior Officer (General) (9th Grade) for State Owned Commercial & Specialized Banks and Financial Institutions" under package no. BSCS/2023/01. Detailed information and the terms and conditions pertaining to this tender are provided below:

01.	Procuring Entity	:	Bankers' Selection Committee Secretariat (BSCS), Bangladesh Bank, Head office, Dhaka.
02.	Source of Fund	:	Collection of fees from the applicants and funding from Bangladesh Bank and concerned Banks & Financial Institutions
03.	Invitation for Tender No.	:	114/2025
04.	Method of Procurement	:	Open Tendering Method (National).
05.	Qualification of Tenderer	:	<p>This invitation for tender is open to all government-approved higher educational /training institutes of Bangladesh who have satisfied the following terms and conditions :</p> <ul style="list-style-type: none">i) A minimum of 10 years of general experience as a third-party service provider in the public sector, either as a sole service provider or in a joint venture.ii) The experience of successfully conducting a recruitment examination (i.e., an MCQ test and at least a 2-hour written examination) and the preparation of results for at least 1,00,000 candidates in a single arrangement under a single or multiple contracts/work orders (with a value of at least BDT 1 crore) for government, quasi-government, autonomous institutions, or banks and financial institutions during the last seven (7) years. The Tenderer shall have to furnish certificates from competent authority in line with the experience requirements.iii) Approval (in case of a Private University/firm) from UGC/relevant government authority regarding formation of the university/firm.iv) Having a valid trade license (applicable for a private university/firm), TIN certificate, VAT registration certificate.v) Average annual turnover (in case of a private institution/firm) of at least taka 4 (Four) crore during the last 3 years.vi) No failure in carrying out any assignment during the last 10 years.
06.	Web Address Receiving Tender Document	:	www.bangladeshbank.org.bd www.bb.org.bd (eTender)
07.	Name & Address of the Offices Receiving Tender security & Other Documentary Evidence	:	Bankers' Selection Committee Secretariat (BSCS), (16th floor, 2 nd Annex Building), Bangladesh Bank, Head Office, Motijheel, Dhaka.
08.	Last Date and Time for Online Submission of Tender Document	:	09/11/2025 up to 2:00 PM
09.	Last Date and Time for Submission of Original Tender Security & Tender Submission Letter as per Format PSN-1	:	09/11/2025 up to 2:00 PM
10.	Date, Time and Place for Tender Opening	:	All Tenders will be opened at Bankers' Selection Committee Secretariat, (16th floor, 2 nd Annex Building), Bangladesh Bank, Head Office, Dhaka on 09/11/2025 at 2:30 PM. (Intending Tenderer or their authorized representatives are allowed to attend.)

11.	Time for Completion of the Assignment	:	One year from the date of contract signing.
12.	Tender Security	:	Tk. 8,00,000.00 (Taka Eight Lakh) only in the form of PO/BD/BG.
13.	Special Instructions		<ul style="list-style-type: none"> i. The Tenderer shall submit tender and scanned copy of documentary evidence through Bangladesh Bank web site (e- Tendering) & shall have valid e-mail address to participate in e-tendering. Original Bank Guarantee/Pay Order will be submitted in person to Director, Bankers' Selection Committee Secretariat, Bangladesh Bank, Head office, Dhaka. ii. If the tender is not submitted online or incomplete, defective or without tender security, it will be considered as non-responsive. iii. Tenderer shall provide documentary evidence etc. (attested or original whichever is necessary) when requested, failing which the tender may be considered as non-responsive. iv. The Tenderer shall submit "PSN-1", "PSN-2" as per format given in tender document and attached during submission of tender online (in pdf format). v. Furnishing of any false, misleading documents may result in rejection of tender and may lead to action under Rules 149 of PPR 2025. vi. BSCS reserves all rights to accept or reject any or all the Tender without assigning any reason whatsoever. No claim will be entertained in this regard.



Signed/-
(Mizanur Rahman Akon)
Director (BSCS), Bangladesh Bank
&
Member Secretary, BSC
Phone:- 88-02-9530226

BANGLADESH BANK
Bankers' Selection Committee Secretariat
Head Office
Motijheel, Dhaka

Terms of Reference (ToR)
for

Package No: Selection of Institution/Firm for conducting recruitment examination for the post of Senior
BSCS/2023/01 Officer (General) (9th Grade) for State Owned Commercial & Specialized Banks and Financial
Institutions
www.prebd.com

A. Introduction:

The Bankers' Selection Committee (BSC) was formed through Gazette No. 53.00.0000.311.11.012.15-527 dated 21-09-2015 of the Banks and Financial Institutions Division (BFID) of the Ministry of Finance, Government of the People's Republic of Bangladesh, to appoint Officers (1st and 2nd Class) for vacant posts to be filled by direct recruitment in 14 State-Owned Commercial Banks (SCBs), Specialized Banks (SSBs), and Financial Institutions (SFIs) as mentioned in the Gazette. The Governor of Bangladesh Bank is the Chairman of the Committee. Bangladesh Bank provides secretarial support to the Committee through the Bankers' Selection Committee Secretariat (BSCS), and the Director of BSCS (nominated by the Governor) acts as the Member Secretary of the Committee.

Since its inception, BSCS has been responsible for conducting the selection process for suitable candidates, making and recommending panels to the Banks and FIs as per their requirements for vacant posts through competitive public examinations. In continuation of carrying out its mandate, BSCS intends to recruit 1554 Senior Officer (General) (Grade-9) for 11 SCBs, SSBs, and SFIs. BSCS published a job advertisement on 31.12.2024 for this post. The total number of valid candidates for the post is 158,374, who will undergo competitive examinations and viva voce for final selection. The examination will consist of a one-hour MCQ test (100 marks) and a two-hour written examination (200 marks) in separate sessions.

BSCS now intends to hire an institution/firm (hereafter referred to as the third-party Service Provider (SP)) who will be responsible for preparing the question papers, arranging and conducting the examination, evaluating answer scripts, and preparing the results, ensuring the utmost fairness, integrity, and confidentiality. The SP shall perform all necessary activities in collaboration with BSCS to ensure the assignment is completed smoothly within the stipulated period as outlined in this document.

B. Objective:

The objective of this assignment is to conduct a recruitment examination and prepare results for the post of Senior Officer (General) (9th Grade) to fill 1554 vacant positions across Nine SCBs, SSBs, and Two SFI through competitive preliminary examination (MCQ) and a 2 hour written examination on different date & session.

C. Scope of Work:

The SP shall perform the following tasks and responsibilities:

1. **Formulate competitive question papers** for the MCQ and written examinations (from at least two proposed alternative question sets for each) based on the recommendations (with respect to content selection and mark distribution) of BSCS, Bangladesh Bank.
2. **Fix the examination schedule** (MCQ and written) in coordination with BSCS.
3. **Book examination centers** within the Dhaka Metropolitan area and finalize the date and time of the examination in coordination with BSCS.
4. **Conduct a one-hour MCQ examination** for 158,374 applicants with at least two different sets of question papers and provide the results to BSCS within 60 days from the date of signing the contract.
5. **Conduct a two-hour written examination** for approximately 15,000 applicants and provide the results to BSCS within 120 days from the date of acceptance of the MCQ results by BSCS.
6. Officials from Bangladesh Bank, nominated by BSCS, will **monitor the examinations**. Responsible persons from the selected SP and the concerned authorities of the examination centers will provide full cooperation in this regard.

7. **Collect filled OMR sheets and written answer scripts** from the exam centers in sealed conditions immediately after the completion of the examination. The seals will be opened in the presence of authorized officials from BSCS.
8. **Complete OMR reading** in the presence of authorized officials from BSCS on the day of the exam.
9. **Prepare the MCQ test results** and provide both a soft copy (in a non-rewritable CD) and a book-bound hard copy to BSCS.
10. **Code the answer scripts of the written test** in the presence of BSCS officials to mask the roll numbers and personal information of the candidates on the top sheet on the day of the exam.
11. **Evaluate the written answer scripts** after coding and recheck approximately one-third of the answer scripts based on the highest scores.
12. **Provide the coded results** (soft copy in a non-rewritable CD and merit-wise and code-wise book-bound hard copies) of the written test to the Director & Member Secretary of BSCS. After completion of evaluation, the SP will decode the answer scripts in the presence of BSCS officials.
13. **Provide roll number-wise and merit-wise decoded results** in the form of both a soft copy (in CD) and a book-bound hard copies to the Director & Member Secretary of BSCS.
14. **Provide all answer scripts** (above the cutoff mark) of the written test, attendance sheets, and 5 copies of unused question papers with solutions to the Director & Member Secretary of BSCS.
15. **Make necessary corrections** if any inconsistencies or discrepancies are found in the evaluation and marking of answer scripts, update the results accordingly.

D. Performance Standards:

1. **Fairness, Integrity, and Confidentiality:** Utmost fairness, integrity, and confidentiality must be maintained at all levels of the assignment, including question preparation, evaluation of answer scripts, preparation of results, and any other examination-related activities.
2. **Examination Room Setup:** A maximum of two candidates will be allowed to sit on a 5-foot-sized bench, and one candidate will be allowed to sit on a 3-foot-sized bench. Adequate provisions for light and ventilation must be ensured in the examination rooms.
3. **Health and Safety Measures:** Government instructions regarding health and safety measures must be strictly followed.
4. **Seat Plan and color printing of attendance sheet:** Prepare a center-wise and room-wise seat plan, incorporating roll numbers (provided by BSCS), and submit it to BSCS at least 5 working days before the examination. Besides, room-wise attendance sheets have to be color printed so that photo and signature of the candidates are clearly visible.
5. **Confidentiality of Exam Materials:** The MCQ question papers, OMR sheets, written question papers, and written answer booklets must be delivered to and brought back from the examination centers with the utmost confidentiality and security by authorized persons from the SP, www.prebd.com
6. **Law and Order at Examination Centers:** Necessary arrangements must be made to maintain law and order at the examination centers to ensure a fair examination process.
7. **Metal Detectors:** At the entrances of the examination centers and in every room, metal detectors must be used to identify electronic devices. One metal detector should be used for every 1,000 candidates.
8. **Compliance of Policy for Examination Centers:** The SP and the examination centers must comply with the policies set by BSCS to be followed in examination centers.
9. **Completion Timeline:** All deliverables must be completed within the contract period of 12 months.

E. Reporting Requirements and Time Schedule for Deliverables:

Sl. No.	Deliverables	Frequency / Time
1.	Work plan and inception report setting out the detailed plan with a timeline for executing the assignment (Deliverable-D1)	One-time [within 15 (Fifteen) days from the date of contract signing]
2.	Preliminary (MCQ) Examination Planning Report (Deliverable-D2)	One-time [within 15 (Fifteen) days from the date of acceptance of D-1]
3.	Preliminary (MCQ) Results (Deliverable-D3)	One-time [within 7 (Seven) days from the date of MCQ exam]
4.	Written Examination Planning Report (Deliverable-D4)	One-time [within 30 (Thirty) days from the date of acceptance of MCQ results]
5.	Final Report incorporating Final Results of Written Examination (Deliverable-D5)	One-time [within 60 (Sixty) days from the date of the written exam]

F. Team Composition for the Assignment:

Sl. No.	Key Expert	Qualification & Experiences
1.	One Team Leader	The key experts must be at least an Associate Professor of a reputed university with a minimum of 5 years of university level teaching experience or equivalent and have experience of working as a team member in conducting at least 3 competitive public examinations successfully.
2.	One Job related Expert	
3.	One Mathematics Expert	
4.	One English Expert	
5.	One Bangla Expert	

The key experts' main roles are to prepare MCQ and written question and evaluate the written answer scripts. The non-key experts are expected to provide invigilation and other support services. The mentioned experts are tentative only. The SP may propose experts and corresponding persons as they find necessary.

G. Qualification Criteria:

The SP should have at least 10 years of general experience as a third party service provider in public sector as sole service provider or in joint venture. Moreover, The minimum specific experience as a third party service provider in conducting recruitment test under at least one contract / work order of similar nature, complexity and methods / technology completed within the last seven (7) years with a value of at least of Tk. 1,00,00,000.00 [Taka One crore] shall be required. Taking recruitment test (i.e. MCQ test and at least 2 hour written exam) and preparing results successfully for at least 100,000 candidates in a single arrangement under a single or multiple number of contract(s)/ work order(s) for government / quasi-government / autonomous institute / bank and financial institution will be treated as similar nature. Completion of similar tasks (in conducting admission test) for any Public University/Institute will also be considered as relevant experience. Besides, SP should have following requirements:

- i) Having a valid trade license (applicable for a private university/firm), TIN certificate, VAT registration certificate.
- ii) Approval (in case of a Private University/firm) from UGC/relevant government authority regarding formation of the university/firm.
- iii) Average annual turnover (in case of a private institution/firm) of at least taka 4 (Four) crore during the last 3 years.
- iv) No failure in carrying out any assignment during the last 10 years.

H. Selection Procedure:

The SP will be selected using the Open Tendering Method (OTM)- National under the Public Procurement Act, 2006 and Public Procurement Rules, 2025.