



Office of the Controller of Examinations

JAHANGIRNAGAR UNIVERSITY

Savar, Dhaka- 1342

www.juniv.edu

Memo No. JU/JU-PULSE/01/2025/SA-434

Dated: 28-10-2025

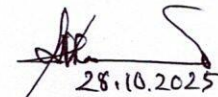
Request for Expression of Interest (EOI) for Services

1.	Ministry/Division	Ministry of Education, SHED (Secondary and Higher Education Division)	
2.	Agency	Jahangirnagar University	
3.	Procuring Entity Name	Controller of Examinations (Acting), Office of the Controller of Examinations, Jahangirnagar University, Savar, Dhaka-1342	
4.	Procuring Entity Code	Not at present.	
5.	Procuring Entity District	Dhaka	
6.	EOI for the selection of a Consulting firm	Local Consulting firm	
7.	Title of Service	Preparation of BRD (Business Requirements Document) for <i>JU-PULSE</i> (Jahangirnagar University - Platform for Unified Learning and Software Ecosystem): <i>Transforming Campus Automation</i> .	
8.	Eoi Ref. No.	Memo No. JU/JU-PULSE/01/2025/SA-434	
9.	Ref. Date	28-10-2025	
KEY INFORMATION			
10.	Procurement Sub-Method	Quality and Cost-Based Selection (QCBS)	
FUNDING INFORMATION			
11.	Budget and Source of Funds	Revenue Budget (GOB)	
12.	Development Partners (if applicable)	Not Applicable	
PARTICULAR INFORMATION			
13.	Project Code (if applicable)	Not at present.	
14.	Project Name	JU-PULSE (Jahangirnagar University - Platform for Unified Learning and Software Ecosystem): <i>Transforming Campus Automation</i> .	
15.	Place of Eoi submission	Office of the Controller of Examinations, Jahangirnagar University, Savar, Dhaka-1342	
16.	a) Eoi closing date & time	Date: 01-12-2025	Time: 12:00 Noon
	b) Eoi opening date & time	Date: 02-11-2025	Time: 03:05 PM
Please be informed that a firm can only submit a hard copy.			
INFORMATION FOR APPLICANT			
17.	Brief Description of Assignment	The objective of this assignment is to design and implement a comprehensive, scalable, service-oriented, and user-centric Digital Transformation and Automation Framework for Jahangirnagar University. The selected consulting firm will prepare the Business Requirements Document (BRD) in line with the approved Terms of Reference (ToR), covering all academic, administrative, research, and support functions of the university. Detailed ToR is available at www.juniv.edu or can be obtained by contacting: Mr. Reshad Bin Kibria (Mobile: 01712-527577) during office hours.	
18.	Experience, Resources & Delivery Capacity Required	The EOIs would be reviewed based on the following: (a) Organizational Eligibility: i) Must have a valid and up-to-date Trade license/Registration of joint stock & companies (RJSC) registration, VAT, TIN certificate. Updated TAX payment Certification. ii) Minimum 08(eight) years of experience in the ICT business as a registered and reputed company/entity in Bangladesh. (b) Relevant Experience: i) Experience in preparing Business Requirements Document (BRD), Functional Requirement Specifications (FRS), or Process Re-engineering Documents (PRED). ii) Proven track record of working with student lifecycle management, academic administration, finance, HR, and research processes. iii) Experience of the firm in similar tasks/assignments (examples of past experience-similar nature and/or complexity) iv) Experience of the firm in other works (examples of other experience) and support Services.	

28-10-2025
পরীক্ষা নিয়ন্ত্রক
পরীক্ষা নিয়ন্ত্রকের অফিস
জাহাঙ্গীরনগর বিশ্ববিদ্যালয়
সভার, ঢাকা।

		<p>(c) Approach & Methodology:</p> <ol style="list-style-type: none"> Applicants must outline their proposed methodology, including: Steps for requirement gathering (departmental workshops, stakeholder interviews). Approach to documentation & validation of requirements. Strategy for ensuring stakeholder engagement across faculties, administration, and IT. Draft timeline for BRD preparation. <p>(d) Financial Criteria:</p> <ol style="list-style-type: none"> Working Capital or Credit Line(s) of the Firm Turnover of the firm according to audit of last 03 years (financial resources) <p>Submission Requirements:</p> <ol style="list-style-type: none"> Company profile. Evidence of relevant experience (project references, client testimonials). Proposed methodology and tentative timeline. Any value-added services (e.g., training, knowledge transfer). Management Capacity (Office Space/Logistics/Management Team/Support Staff/ brochures and other documents describing resources to carry out the assignment). <p>A shortlist of firm will be prepared upon evaluation of EOIs of the eligible applicants and a “Standard Request for Proposals (SRFP)” document will be issued in their favor.</p>
19.	Other information	<p>(a) The consulting firm will be selected in accordance with the procedures set out in PPR-2008.</p> <p>(b) Detailed information may be collected from the undersigned office during office hours.</p>
PROCURING ENTITY DETAILS		
20.	Name of Official Inviting EoI	Controller of Examinations (Acting)
21.	Designation of Official Inviting EoI	Controller of Examinations (Acting), Office of the Controller of Examinations
22.	Address of the Official Inviting EoI	Controller of Examinations (Acting), Office of the Controller of Examinations, Jahangirnagar University, Savar, Dhaka-1342
23.	Contact details of the Official Inviting EoI	Tel: 027791053 Ext.1233 e-mail address: examoffice@juniv.edu

- The procuring entity reserves the right to accept or reject any or all EOIs.
- Expressions of Interest must be delivered to the address as mentioned above in SL NO. 15 in a sealed envelope on or before 01-12-2025 at 12:00 Noon with a clear mention of the package number and name.


28.10.2025

Controller of Examinations (Acting)
Office of the Controller of Examinations
Jahangirnagar University, Savar, Dhaka-1342.

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