


Government of the People's Republic of Bangladesh
Ministry of Public Administration
Bangladesh Secretariat, Dhaka
www.mopa.gov.bd

Invitation for Tender

1	Ministry/Division	Ministry of Public Administration		
2	Agency	Ministry of Public Administration		
3	Procuring Entity Name	Ministry of Public Administration		
4	Procuring Entity District	Dhaka		
5	Invitation for	Tender		
6	Invitation Ref No	05.00.0000.113.007.006.2024-1073		
7	Date	07 March 2024		
KEY INFORMATION				
8	Procurement Method	OTM (Framework)		
FUNDING INFORMATION				
9	Budget and Source of Funds	Revenue/GOB		
PARTICULAR INFORMATION				
10	Project /Programme Code	Not Applicable		
11	Project /Programme Name	Not Applicable		
12	Tender Package No.	7 (2023-24)		
13	Tender Package Name	Procurement of Lot-1 Computer Accessories (Toner Cartridge)		
14	Tender Publication Date	11-03-2024		
15	Tender Last Selling Date and Time	21-03-2024; 04:00 pm		
16	Tender Closing Date and Time	24-03-2024; 02:00 pm		
17	Tender Opening Date and Time	24-03-2024; 03:00 pm		
18	Name & Address of the office(s)	Address		
	Selling Tender Document	Deputy Secretary, Administration-4, Ministry of Public Administration, Room#114, Building#3, Bangladesh Secretariat, Dhaka		
	Receiving Tender Document	Deputy Secretary, Administration-4, Ministry of Public Administration, Room#114, Building#3, Bangladesh Secretariat, Dhaka		
	Opening Tender Document	Deputy Secretary, Administration-4, Ministry of Public Administration, Room#114, Building#3, Bangladesh Secretariat, Dhaka		
INFORMATION FOR TENDERER				
19	Brief Eligibility and Qualification of Tenderer	The tenderer should be well-experienced with: (1) Trade license Valid for 2023-24 must be submitted (2) Income Tax Clearance Certificate for the Year of 2022-23 must be submitted (3) Bank Solvency Certificate (Collected on or after 22 August -2023) must be submitted (4) Vat Registration certificate required must be submitted (5) Tender Security (Bank Draft/Pay Order/Bank Guarantee) must be submitted (6) Bank Statement 23 September 2022- 22 August 2023) must be submitted (7) Specific Completion Certificate of Stationery Goods /Usable Goods Supported by NoA/ work order must be submitted (as per ITT 15.1(a) as specified in TDS). (8) Catalogue/Offered Product Image must be submitted (9) The minimum amount of liquid assets i.e. working capital or credit line(s) as stated in STD-TDS; (10) The Tenderer shall have minimum overall experiences in similar as stated in STD; (11) Other qualifications as stated in STD must be full filled.		
20	Brief Description of Goods or Works	Lot-1: Computer Accessories: Toner Cartridge).		
21	Brief Description of Related Services	Not Applicable		
22	Price of Tender Document (Tk)	LOT-1 Tk.1000.00		
23	Lot	Identification of Lot	Location	Tender Security Amount (Tk)
	1	Lot-1 Computer Accessories	Ministry of Public Administration Bangladesh Secretariat, Dhaka.	100,000.00
				02 (Two)
24	Name of Official Inviting Tender	Dr Md. Faridur Rahman		
25	Designation of Official Inviting Tender	Deputy Secretary. Admin-4, Ministry of Public Administration		
26	Address of Official Inviting Tender	Room#114, Building #3, Ministry of Public Administration Bangladesh Secretariat, Dhaka.		
27	Contact details of Official Inviting Tender	02-55100540	Fax: 02-551010056	admins@mopa.gov.bd
28	The Procuring Entity reserves the right to accept or reject all or any of the tenders.			


 Dr. Md. Faridur Rahman
 Deputy Secretary
 Ph: 55100540