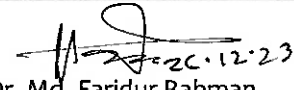


Government of the People's Republic of Bangladesh
Ministry of Public Administration
Bangladesh Secretariat, Dhaka
www.mopa.gov.bd

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	05.00.0000.113.007.049.2023-847			
7	Date	26 December 2023			
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.	5 (2023-24)			
13	Tender Package Name	Procurement of Other Stationery			
14	Tender Publication Date	27-12-2023			
15	Tender Last Selling Date and Time	09-01-2023; 04:00 pm			
16	Tender Closing Date and Time	10-01-2024; 02:00 pm			
17	Tender Opening Date and Time	10-01-2024; 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	Joint Secretary, Admin Branch, 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 31 December 2023) must be submitted (4) Vat Registration certificate must be submitted (5) Tender Security (Bank Draft/Pay Order/Bank Guarantee) must be submitted (6) Bank Statement 01 January 2023- 31 December 2023) must be submitted (7) Specific Completion Certificate Supply of Seal, Nameplate, Location Board etc. Supported by NoA/ work order must be submitted (as per ITT 14.1(b) as specified in STD-TDS). (8) Catalogue/Offered Product Image must be submitted (9) The minimum amount of liquid assets i.e. working capital or credit line(s) must be submitted (as per ITT 15.1(a) as stated in STD-TDS; (10) The Tenderer shall have minimum overall experiences in similar work must be submitted (as per ITT 14.1(a) as specified in STD-TDS); (11) Other qualifications as stated in STD must be full filled.			
20	Brief Description of Goods or Works	Other Stationeries (Seal, Nameplate, Location Board etc.)			
21	Brief Description of Related Services	Not Applicable			
22	Price of Tender Document (Tk)	Tk-1000.00			
23	Lot	Identification of Lot	Location	Tender Security Amount (Tk)	Completion Time in Weeks
	1	Lot-1 Stationery Goods	Ministry of Public Administration Bangladesh Secretariat, Dhaka.	30,000.00	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