


**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**  
**Ministry of Public Administration**  
**Bangladesh Secretariat, Dhaka-1000**  
**www.mopa.gov.bd**

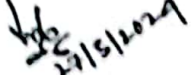
No: 05.00.0000.113.23.016.2024-1322

Date: 27-05-2024

## Invitation for Tender

1	Ministry/Division	Ministry of Public Administration		
2	Agency	N/A		
3	Procuring Entity Name	Ministry of Public Administration		
4	Procuring Entity District	Dhaka		
5	Invitation for	Goods & related Services		
6	Invitation Ref No	05.00.0000.113.23.016.2024-1318		
7	Date	27 May 2024		
<b>KEY INFORMATION</b>				
8	Procurement Method	OTM		
<b>FUNDING INFORMATION</b>				
9	Budget and Source of Funds	Revenue/GOB		
<b>PARTICULAR INFORMATION</b>				
10	Project /Programme Code	Not Applicable		
11	Project /Programme Name	Not Applicable		
12	Tender Package No.	1(2024-25)		
13	Tender Package Name	Procurement of Gold Medal, Metal Molded Special Type Trophy and Event Management for Bangabandhu Janaprosasan Padak-2024		
14	Tender Publication Date	28-05-2024		
15	Tender Last Selling Date and Time	11-06-2024; 04:00 pm		
16	Tender Closing Date and Time	12-06-2024; 02:00 pm		
17	Tender Opening Date and Time	12-06-2024; 03:00 pm		
18	Name & Address of the office(s)	<b>Address</b>		
	Selling Tender Document	Deputy Secretary, Administration Section-4, Room#114, Building#3, Ministry of Public Administration, Bangladesh Secretariat, Dhaka-1000		
	Receiving Tender Document	Deputy Secretary, Administration Section-4, Room#114, Building#3, Ministry of Public Administration, Bangladesh Secretariat, Dhaka-1000		
	Opening Tender Document	Joint Secretary, Admin Branch, Ministry of Public Administration, Room#111, Building#3, Bangladesh Secretariat, Dhaka-1000		
19	Place / Date / Time of Pre-Tender Meeting (Optional)	Date	Time	
		05 June 2024	10.00 am - 11.00 am	
<b>INFORMATION FOR TENDERER</b>				
20	Brief Eligibility and Qualification of Tenderer	The tenderer should be well experienced with (1) Valid Trade License of 2023-24; (2) Income Tax Certificate of 2022-23 (3) Bank Solvency Certificate Collected on or after 30 May 2024; (4) VAT Registration Certificate (5) Bank Statement (01 June 2023- 30 May 2024); (6) Undertaking of not being blacklisted or debarred by any government/autonomous body; (7) Other qualifications as stated in the STD.		
21	Brief Description of Goods or Works	Lot-1: Gold Medal for Bangabandhu Janaprosasan Padak-2024 Lot-2: Metal Molded Special Type Trophy for Bangabandhu Janaprosasan Padak-2024 Lot-3: Event Management for Bangabandhu Janaprosasan Padak-2024		
22	Brief Description of Related Services	Not Applicable		
23	Price of Tender Document (Tk)	Lot-1/ Lot -2/ Lot -3: Tk.2000.00 (each)		
24	Lot	Identification of Lot	Location	Tender Security Amount (Tk)
	1	Gold Medal for Bangabandhu Janaprosasan Padak-2024	Ministry of Public Administration Bangladesh Secretariat, Dhaka.	200,000.00
	2	Metal molded special type trophy for Bangabandhu Janaprosasan Padak-2024		42,000.00
	3	Event Management for Bangabandhu Janaprosasan Padak-2024		430,000.00
				Completion Time in Weeks
				02 (Two)
				02 (Two)
				02 (Two)
25	Name of Official Inviting Tender	Dr. Md. Faridur Rahman		
26	Designation of Official Inviting Tender	Deputy Secretary		
27	Address of Official Inviting Tender	Administration Section -4, Room#114, Building #3, Ministry of Public Administration, Bangladesh Secretariat, Dhaka-1000		
28	Contact details of Official Inviting Tender	02-55100540	Fax: 02-55101056	adminxso@mopa.gov.bd
29	The Procuring Entity reserves the right to accept or reject all or any of the tenders.			

  
 27.05.2024  
 Dr. Md. Faridur Rahman  
 Deputy Secretary  
 Ph: 55100540

  
 27/5/2024