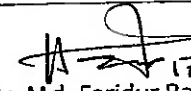
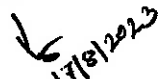


Government of the People's Republic of Bangladesh  
Ministry of Public Administration  
Bangladesh Secretariat, Dhaka  
www.mopa.gov.bd

## 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	05.00.0000.113.007.021.2023-576		
7	Date	17 August 2023		
<b>KEY INFORMATION</b>				
8	Procurement Method	OTM (Framework)		
<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.	3 (2023-24)		
13	Tender Package Name	Procurement of Lot-1 Stationery Goods and Lot-2 Consumable Goods		
14	Tender Publication Date	20-08-2023		
15	Tender Last Selling Date and Time	31-08-2023; 04:00 pm		
16	Tender Closing Date and Time	03-09-2023; 02:00 pm		
17	Tender Opening Date and Time	03-09-2023; 03:00 pm		
18	Name & Address of the office(s)	<b>Address</b>		
	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		
<b>INFORMATION FOR TENDERER</b>				
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: Stationery Goods: Marker Pen Steel Scissors Stamp Pad Punch Machine STAPLES Program Stand Offset Paper etc. Lot-2: Consumable Goods: Soap Facial Tissues Toilet Tissues Paper Napkin Towel Multi Surface Cleaner liquid Antiseptic etc.		
21	Brief Description of Related Services	Not Applicable		
22	Price of Tender Document (Tk)	LOT-1/LOT-2 Tk.2000.00 (each)		
23	Lot	Identification of Lot	Location	Tender Security Amount (Tk)
	1	Lot-1 Stationery Goods	Ministry of Public Administration	162,000.00
	2	Lot-2 Consumable Goods	Bangladesh Secretariat, Dhaka.	180,000.00
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	admincs@mopa.gov.bd
28	The Procuring Entity reserves the right to accept or reject all or any of the tenders.			

  
 17.08.2023  
 Dr. Md. Faridur Rahman  
 Deputy Secretary  
 Ph: 55100540

  
 17/8/2023