

**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**  
**Ministry of Public Administration**  
**Bangladesh Secretariat, Dhaka.**  
**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	05.00.0000.113.07.051.15- 1887			
7	Date	19 November 2015			
<b>KEY INFORMATION</b>					
8	Procurement Method	OTM (Framework)			
<b>FUNDING INFORMATION</b>					
9	Budget and Source of Funds	Revenue/GO8			
<b>PARTICULAR INFORMATION</b>					
10	Project /Programme Code	Not Applicable			
11	Project /Programme Name	Not Applicable			
12	Tender Package No.	1 (2015-16)			
13	Tender Package Name	Procurement of LOT-1 Desktop PC.Scanner.U.P.S & Printer LOT-2 Computer Accessories LOT-3 Stationery Goods.			
14	Tender Publication Date	<b>19/11/2015</b>			
15	Tender Last Selling Date	<b>01/12/2015</b>			
16	Tender Closing Date and Time	<b>03 Decemember 2015</b>	<b>13:00</b>		
17	Tender Opening Date and Time	<b>03 Decemember 2015</b>	<b>15:00</b>		
18	Name & Address of the office(s)	<b>Address</b>			
	- Selling Tender Document (Principal)	Deputy Secretary, Administration-2(4), Ministry of Public Administration , Room#114, Building#3, Bangladesh Secretariat, Dhaka.			
	- Selling Tender Document (Others)	Office of Transport Commissioner, Secretariat Link Road, (1st Floor), Dhaka.			
	- Receiving Tender Document	Deputy Secretary, Administration-2(4), Ministry of Public Administration , Room#114, Building#3, Bangladesh Secretariat, Dhaka			
	- Opening Tender Document	Deputy Secretary, Administration-2(4), Ministry of Public Administration , Room#114, Building#3, Bangladesh Secretariat, Dhaka.			
19	Place / Date / Time of Pre-Tender Meeting (Optional)	Date	Time		
		Not Applicable	Not Applicable		
<b>INFORMATION FOR TENDERER</b>					
20	Eligibility of Tenderer	The tenderer should be well-experienced with (1) Trade License (2) Income Tax Certificate (TIN) (3) VAT Registration Certificate (4) Undertaking of not being Black Listed/debarment in any Govt./Autonomous body (5) Bank Solvency Certificate etc.			
21	Brief Description of Goods or Works	Supply Of - LOT-1 Desktop PC.Scanner.U.P.S & Printer LOT-2 Computer Accessories LOT-3 Stationery Goods.			
22	Brief Description of Related Services	Not Applicable			
23	Price of Tender Document (Tk)	<b>(LOT-1- 1000/-), (LOT-2- 1000/-), (LOT-3- 1500/-)</b>			
24	Lot No	Identification of Lot	Location	Tender Security Amount (Tk) Completion Time in Weeks	
	1	Desktop PC, Scanner & Printer	Ministry of Public Administration Bangladesh Secretariat, Dhaka.	105,000.00	3
	2	Computer Accessories.		105,000.00	3
	3	Stationery Goods.		1,50,000.00	3
25	Name of Official Inviting Tender	Nasreen Jahan			
26	Designation of Official Inviting Tender	Deputy Secretary, Admin-2(4), Ministry of Public Administration			
27	Address of Official Inviting Tender	Room#114, Building #3, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.			
28	Contact details of Official Inviting Tender	029540540	029545056	dsadmin4@mopa.gov.bd	
29	The Procuring Entity reserves the right to accept or reject all or any of the tenders.				
30	Special Condition : This invitation for tender notice will be available at The Ministry of Public Administration's web site : www.mopa.gov.bd				

Nasreen Jahan  
Deputy Secretary