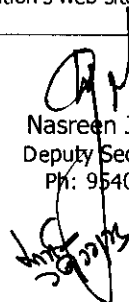


**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH**  
**Ministry of Public Administration**  
 Bangladesh Secretariat, Dhaka

**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	05.00.0000.113.07.010.16- 3027		
7	Date	13 November 2016		
<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 (2016-17)		
13	Tender Package Name	Procurement of LOT-1 Computer & Machinery. LOT-2 Computer Accessories. LOT-3 Stationery Goods. LOT-4 Office Furniture.		
14	Tender Publication Date	<b>13/11/2016</b>		
15	Tender Last Selling Date	<b>29/11/2016</b>		
16	Tender Closing Date and Time	<b>01 December 2016</b>	<b>14:00</b>	
17	Tender Opening Date and Time	<b>01 December 2016</b>	<b>15:00</b>	
18	Name & Address of the office(s)	<b>Address</b>		
	<i>Selling Tender Document (Principal)</i>	Deputy Secretary, Administration-4, Ministry of Public Administration, Room#114, Building#3, Bangladesh Secretariat, Dhaka.		
	<i>Selling Tender Document (Others)</i>	Office of Transport Commissioner, Secretariat Link Road, (1st Floor), Dhaka.		
	<i>Receiving Tender Document</i>	Deputy Secretary, Administration-4, Ministry of Public Administration, Room#114, Building#3, Bangladesh Secretariat, Dhaka		
	<i>Opening Tender Document</i>	Deputy Secretary, Administration-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	Brief Eligibility and Qualification 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 (6) Minimum 05 Successful completion certificate within last 03 years (7) Certificate of Strict compliance of Contract agreement etc.		
21	Brief Description of Goods or Works	Supply Of – LOT-1 Desktop PC, Laptop, Printer, Scanner. U.P.S etc. LOT-2 B&W Toner Cartridge, Colour Toner Cartridge, Keyboard, Mouse etc. LOT-3 Stationery Goods (All types). LOT-4 Executive Table, Senior Executive Swivel Chair, Steel Almira, Steel File Cabinet, Visitor Chair etc.		
22	Brief Description of Related Services	Not Applicable		
23	Price of Tender Document (Tk)	<b>LOT-1- 1500.00, LOT-2- 1500.00, LOT-3- 1500.00, LOT-4- 1000.00</b>		
24	Lot No	Identification of Lot	Location	Tender Security Amount (Tk)
	1	Computer & Machinery	Ministry of Public Administration Bangladesh Secretariat, Dhaka.	150,000.00
	2	Computer Accessories		150,000.00
	3	Stationery Goods		150,000.00
	4	Office Furniture		100,000.00
				Completion Time in Weeks
				03(Three)
				03(Three)
				03(Three)
				03(Three)
25	Name of Official Inviting Tender	Nasreen Jahan		
26	Designation of Official Inviting Tender	Deputy Secretary, Admin-4, Ministry of Public Administration		
27	Address of Official Inviting Tender	Room#114 (1 <sup>st</sup> Floor), Building #3, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.		
28	Contact details of Official Inviting Tender	02-9540540	02-9545056	admincs@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			

  
 3.11.2016  
 Nasreen Jahan  
 Deputy Secretary  
 PH: 9540540