

Government of the People's Republic of Bangladesh
Ministry of Information and Broadcasting
National Institute of Mass Communication (NIMC)
125/A, Darus Salam A. W. Chowdhury Road, Dhaka-1216
www.nimc.gov.bd

Invitation for Tender
(Outsourcing of Manpower)

Dated: 10/08/2025

Memo No. 15.55.0000.000.301.07.0035.25.1191

1	Ministry	Ministry of Information and Broadcasting
2	Agency	National Institute of Mass Communication (NIMC)
3	Procuring Entity Name	Director General, National Institute of Mass Communication (NIMC)
4	Procuring Entity Code	Not Applicable
5	Procuring Entity District	Dhaka
6	Invitation for	Procurement of Non-Consulting Services (Outsourcing of Manpower)
7	Invitation Ref No	15.55.0000.000.301.07.0035.25
8	Date	06/08/2025
KEY & FUNDING INFORMATION		
9	Procurement Method	Open Tendering Method (OTM)
FUNDING INFORMATION		
10	Budget and Sources of Fund	Operational Budget of GoB
11	Development Partners	Not Applicable
PARTICULAR INFORMATION		
12	Project Code (if applicable)	Not Applicable
13	Project Name (if applicable)	Not Applicable
14	Tender Package No.	Procurement of Non-Consulting Services (Outsourcing of Manpower)-1
15	Tender Package Name	Procurement of Non-Consulting Services (Outsourcing of Manpower)
16	Tender Publication Date	11/08/2025
17	Tender Last Selling Date and Time	26/08/2025 (Office Hour)
18	Tender Closing Date and Time	27/08/2025 at 11.00 am
19	Tender Opening Date and Time	27/08/2025 at 11.30 am
20	Name and Address of Offices	
	(a) Selling Tender Document	Md. Noman, Accountant, Accounts Section, Room Number 318, (2 nd Floor) National Institute of Mass Communication (NIMC) 125/A Darus Salam, A. W. Chowdhury Road, Dhaka-1216
	(b) Receiving Tender Document	Md. Abu Musa Sarker, Assistant Director (Admin.) (2 nd floor), Room No-317 National Institute of Mass Communication (NIMC) 125/A, Darus Salam, A. W. Chowdhury Road, Dhaka-1216
	(c) Opening Tender Document	Conference Room (2 nd floor), Room No-340, National Institute of Mass Communication (NIMC) 125/A, Darus Salam, A. W. Chowdhury Road, Dhaka-1216
INFORMATION FOR TENDERER		
21	Eligibility of Tenderer	Tenderers shall have the legal capacity to enter into the Contract under the Applicable Law. According to Bangladesh Labor Rules 2015, Rule-7, Tenderers shall have a registered and renewed license. Tenderers shall have fulfilled its obligation to pay taxes under the provisions of laws and regulations of Bangladesh.
22	Brief Description of Services	Mentioned in tender documents
23	Price of Tender Document (BDT)	2,000/- (Two Thousand) only.
24	Location	Dhaka
25	Tender Security. Amount (BDT)	4,20,000/- (Four Lakh Twenty Thousand Taka) Only.
26	Completion Time	01/10/2027
PROCURING ENTITY DETAILS		
27	Name of Official Inviting Tender	Md. Hemayet Akbar Tipu
28	Designation of Official Inviting Tender	Deputy Director (Administration)
29	Address of Official Inviting Tender	National Institute of Mass Communication (NIMC) 125/A, Darus Salam A. W. Chowdhury Road, Dhaka-1216
30	Contact details of Official Inviting Tender	Office +880255079448 e-mail: tipu409@gmail.com

The Procuring Entity reserves the right to reject all the Tenders or annul the Tender proceedings.

H. Akbar
10.08.2025
Md. Hemayet Akbar Tipu
Deputy Director (Administration)
National Institute of Mass Communication (NIMC)