

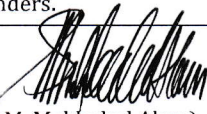
Government of the People's Republic of Bangladesh
Ministry of Foreign Affairs
Dhaka
www.mofa.gov.bd

Invitation for Tender

Memo No. 19.00.0000.625.04.001.25 /322

Date: 16.11.2025

1.	Ministry, Procuring Entity & District	:	Ministry of Foreign Affairs, Public Diplomacy Wing, Segunbagicha, Dhaka
2.	Invitation for	:	Procurement of Diary, Desk Calendar and Wall Calendar
3.	Invitation Ref No. & Date	:	19.00.0000.625.04.001.25/322 Date: 16.11.2025
4.	Procurement Method	:	OTM (Open Tendering Method)
5.	Budget and Source of Funds	:	Revenue Budget for MOFA
6.	Tender Publication Date	:	17 November 2025
7.	Tender Last Selling Date and Time	:	26 November 2025, Time-05.00 PM
8.	Tender Closing Date and Time	:	27 November 2025, Time-12.00 PM
9.	Tender Opening Date and Time	:	27 November 2025, Time-12.30 PM
10.	Selling Tender Document- Place & Address of the Office	:	Senior Assistant Secretary, Room No. A-220, Public Diplomacy Wing, Ministry of Foreign Affairs, Segunbagicha, Dhaka
11.	Receiving Tender Document-Place & Address of the Office	:	Senior Assistant Secretary, Room no. A-220, Public Diplomacy Wing, Ministry of Foreign Affairs, Segunbagicha, Dhaka
12.	Opening Tender Document Place & Address of the Office	:	Office of the Director General, Public Diplomacy Wing, Ministry of Foreign Affairs, Segunbagicha, Dhaka
13.	Price of Tender Document	:	Each set Tk. 1000/- (Non-refundable)
14.	Brief Description of Goods	:	Printing of Diary, Desk Calendar and Wall Calendar as per schedule with technical specification and supplied design.
15.	Brief Eligibility and Qualification of Tenderer	:	<ol style="list-style-type: none"> 1. Minimum 05 years of general experience in printing said products of the best quality. 2. Tenderer should have latest Trade Licence, 13-digit VAT Certificate, Income Tax Pay Certificate, TIN Certificate, along with other conditions described in the tender documents. 3. Other specific qualification criteria mention in ITT and GCC of the Tender Document.
16.	Special Instruction for the Tenderer	:	<ol style="list-style-type: none"> 1. The procuring entity reserves the right to reject all tenders or annul the tender proceedings. 2. Tender details are mentioned in Tender Document. 3. If tender cannot be received in due time for unavoidable circumstances, tender will be received in following working day.
17.	Tender Security	:	Tk. 1,95,000 (One lac Ninety Five Thousand)
18.	Completion Time	:	Four Weeks
19.	Name & Designation of Official Inviting Tender	:	Mr. S.M. Mahbubul Alam, Director General, Public Diplomacy Wing, Ministry of Foreign Affairs, Dhaka
20.	Address of Official Inviting Tender	:	Room No. A-206, Annex Building, Public Diplomacy Wing, Ministry of Foreign Affairs, Segunbagicha, Dhaka
21.	Contact details of Official Inviting Tender	:	Telephone : 02-223357088 E-mail: dgep@mofa.gov.bd
22.	The Procurement Entity reserves the right to reject any/all the tenders.		


 (S.M. Mahbubul Alam)
 Director General
 Public Diplomacy Wing