

Invitation for Tender

1.	Ministry/Division	Ministry of Foreign Affairs
2.	Procuring Entity Name	Director (ICT)
3.	Procuring Entity District	Dhaka
4.	Invitation for Tender	Supply of Toner Cartridge
5.	Invitation Ref No	19.00.0000.175.07.001.25/03
6.	Date	27 August 2025
KEY INFORMATION		
7.	Procurement Method	Limited Tendering Method
FUNDING INFORMATION		
8.	Budget and Source of Funds	GoB
PARTICULAR INFORMATION		
9.	Tender Package Name	Supply of Toner Cartridge
10.	Tender Publication Date	27 August 2025
11.	Tender Closing Date and Time	11 September 2025 at 11:00 hrs
12.	Tender Opening Date and Time	11 September 2025 at 11:30 hrs
13.	Name & Address of the office(s):	
	- Receiving Tender Document	Ministry of Foreign Affairs, Room no M-304, Dhaka.
	- Opening Tender Document	Ministry of Foreign Affairs, Room no M-304, Dhaka.
INFORMATION FOR TENDERER		
14.	Eligibility of Tenderer	As mentioned in ITT 9 and 10 in Tender Data Sheet
15.	Brief Description of Goods	Supply of Toner Cartridge
16.	Brief Description of Related Services	None
PROCURING ENTITY DETAILS		
17.	Name of Official Inviting Tender	Mr. A. K. M. Monirul Hoque
18.	Designation of Official Inviting Tender	Director (ICT), Ministry of Foreign Affairs
19.	Address of Official Inviting Tender	Ministry of Foreign Affairs, Segunbagicha, Dhaka.
20.	The procuring entity reserves the right to accept or reject all tenders	


(A. K. M. Monirul Hoque)
Director (ICT)

Copy:

01. Notice Board, MoFA
02. Zilla Porishad Building, Dhaka
03. National Press Club, Segunbagicha, Dhaka
04. Website
05. Office Copy



**GOVERNMENT OF THE PEOPLE'S REPUBLIC OF
BANGLADESH**

**Standard Tender Document (National)
For Procurement of Toner Cartridge Items
(Limited Tendering Method)**

**ICT Wing
Ministry of Foreign Affairs**

ICT Wing, Ministry of Foreign Affairs, Segunbagicha, Dhaka

**TENDER DOCUMENT
FOR THE PROCUREMENT OF TONER CARTRIDGE ITEMS
(NATIONAL)**

Limited Tendering method

Supply of Toner Cartridge Items

Invitation for Tender No:19.00.0000.175.07.001.25/03

Issued on: 27 August 2025

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Section 2. Tender Data Sheet

ITT Clause	Amendments of, and Supplements to, Clauses in the Instruction to Tenderers
A. General	
ITT 1.1	The Procuring Entity is ICT Wing, Ministry of Foreign Affairs, Segunbagicha, Dhaka
	The Name of the Tender is: Supply of Toner Cartridge Items
	Tender Ref: 19.00.0000.175.07.001.25/03
ITT 3.1	Tenderers possessing updated valid enlistment under ICT Wing, Ministry of Foreign Affairs, Dhaka are eligible to participate in the Procurement process.
B. Tender Document	
ITT6.1	For clarification of Tender Document purposes only, the Procuring Entity's address is: Attention: Mr. A. K. M. Monirul Hoque, Director (ICT) Address: Room: M-304, Ministry of Foreign Affairs, Segunbagicha, Dhaka Telephone: 02223382950 e-mail address: ict.procurement@mofa.gov.bd and contact Procuring Entity within 27 August 2025
C. Qualification Criterai	
ITT 9.1(a)	The minimum number of years of general experience of the Tenderer in the supply of Toner Cartridge Items as Supplier shall be 01 (One) years.
ITT 9.1(b)	The minimum specific experience as Supplier in supply of Toner Cartridge Items of at least 1 (One) contract successfully completed within the last 03 (Three) years, with a value of at least Tk. 5,00,000.00 (Taka Five Lakh Only)
ITT 10.1	The minimum amount of liquid assets i.e working capital or credit line(s) of the Tenderer shall be Tk 8,00,000.00 (Taka Eight Lakh Only)
D. Preparation of Tender	
ITT 15.3	Tenders being invited for a single lot.
ITT 19.1	The Tender Validity period shall be 60 (Sixty) days.
ITT 20.6	No Tender Security shall be required.

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E. Submission of Tender	
ITT 22.1	For Tender submission purposes only, the Procuring Entity's address is: Attention: Mr. A. K. M. Monirul Hoque, Director(ICT) . Address: Room: M-304, Ministry of Foreign Affairs, Segunbagicha, Dhaka . The deadline for submission of Tenders is: Time & Date: 11.00 hrs on 11 September 2025
F. Opening and Evaluation of Tenders	
ITT 24.1	The Tender opening shall take place at : Address: Room: M-304, Ministry of Foreign Affairs, Segunbagicha, Dhaka . Time & Date: 11.30 hrs on 11 September 2025
G. Contract Award	
ITT 37.1	The amount of Performance Security shall be 10 (Ten) percent of the Contract Price and, no Retention Money shall be deducted from the successful Tenderer's payable invoices during Contract implementation, if awarded the Contract.

Section 4. Particular Conditions of Contract

GCC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
GCC 1.1 (i)	The Procuring Entity is Director, ICT Wing Address: Room: M-330, Ministry of Foreign Affairs, Segunbagicha, Dhaka
GCC 5.1	The documents to be furnished by the Supplier shall be as follows: <ul style="list-style-type: none"> a. Supplier's invoice showing Goods' description, quantity, unit rates, total amount etc; b. Supplier's Warranty Certificate (if any); c. Attested copy of Valid trade license d. Attested copy of latest income tax certificate.
GCC 8.1	The Contract price is Tk. <i>[insert the Contract Price as in NOA]</i>
GCC 13.1	The Warranty Period shall be : 03 (Three) months
GCC 15.1	The amount of Liquidated Damages is 0.05of ONE (1) percent of the contract value of the undelivered Toner Cartridge Items or any part thereof delivered after expiry of the Delivery and Completion Schedule or extended Delivery and Completion Schedule, as applicable, per day of delay. The maximum amount of Liquidated Damages for the undelivered Toner Cartridge Items or any part thereof is 10 (Ten) percent of the final Contract Price of the whole of the Toner Cartridge Items and related services.
GCC 18.2(b)	Arbitration shall take place in: Ministry of Foreign Affairs, Segunbagicha, Dhaka

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Section 5. Tender Forms & Contract Forms

Form	Title
Tender Forms	
PG2 – 1	Tender Submission Letter
PG2 – 2	Price Schedule for Toner Cartridge Items & related services
PG2 – 3	Specifications Submission and Compliance Sheet

Forms **PG2-1 to PG2-3** comprises part of the Tender.

Contract Forms

PG2 – 6	Notification of Award
PG2 – 7	Contract Agreement
PG2 – 8	Pay order for Performance Security

Forms **PG2-6 to PG2-8** comprises part of the Contract.

Tender Submission Letter (Form PG2 – 1)

[This letter shall be completed and signed by the Tenderer on the Letter-Head pad].

To: <i>[Name and address of Procuring Entity]</i>	Date :
Invitation for Tender No: Tender Package No: Lot No (when applicable):	

In accordance with ITT Clauses 15 and 16, the following prices apply to our Tender:

The Tender Price is: (ITT Clause 15)	<i>Taka [insert amount]</i> <i>[in figures]</i> <i>and</i> <i>Taka [insert amount]</i> <i>[in words]</i>
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In signing this letter, and in submitting our Tender, we also confirm that:

- a) Our Tender shall be valid for the period stated in the Tender Document (ITT Sub-Clause 19.1) and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- b) We have examined and have no reservations to the Tender Document, issued by you on *[10 February 2025]* including Addendum, if any.
- c) A Tender Security is attached in the form of a *[Pay Order / Bank Draft / Bank Guarantee]* in the amount stated in the Tender Document (ITT Clause 20) and valid for a period of twenty-eight (28) days beyond the Tender Validity date(*delete if not appropriate*);
- d) We, declare that we are eligible to participate in this Tender and meet the eligibility criteria specified in the Tender Document (ITT Clause 3);
- e) Furthermore, we are aware of ITT Clause 2.2 concerning such practices and pledge not to indulge in such practices in competing for or in executing the Contract;
- f) We are not participating as Tenderers in more than one Tender in this Tendering process. We understand that your written Notification of Award shall become a binding Contract between us, until a formal Contract is prepared and executed.

Signature:	<i>[insert signature of the Tenderer]</i>
Name:	<i>[insert full name of signatory with National ID]</i>
In the capacity of:	<i>[insert designation of signatory]</i>



Price Schedule for Toner Cartridge Items & Related Services (Form PG2-2)

Invitation for Tender No:	19.00.0000.175.07.001.25/03	Date:	27 August 2025
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A: PRICE OF Toner Cartridge ITEMS (Including Spare Parts, Related Services if any) AND DELIVERY SCHEDULE

1	2	3	4	5	6	7	8
Item No .	Description Of Item	Unit of Measurement	Quantity	Unit Rates	Total price (col. 4 x 5)	Point of Delivery as per Schedule of Requirement	Delivery Period Offered as per Schedule of Requirement
				(Note1)		(Note2)	

Note 1: All unit rates and prices quoted by the Tenderers against each basic item or activity shall include the Tenderer's profit, overheads, VAT and all other charges including corresponding incidental service charges for banking and, shall be the delivered price in final destination or at point of delivery and, thus forth the total Tender Price quoted by the Tenderers.

Note 2: Tenderers will complete these columns as appropriate following the details specified in Section 6: Schedule of Requirements.

Signature:	<i>[insert signature of the Tenderer]</i>
Name:	<i>[insert full name of signatory with National ID]</i>
In the capacity of:	<i>[insert designation of signatory]</i>

Specifications Submission and Compliance Sheet (Form PG2-3)

Invitation for Tender No:	19.00.0000.175.07.001.25/03	Date:	
Tender Package No:		Package Description:	<i>[enter description as specified in Section 6]</i>
Tender Lot No:		Lot Description:	<i>[enter description as specified in Section 6]</i>

Item No.	Name of Goods or Related Service	Country of Origin	Make and Model (<i>when applicable</i>)	Full Technical Specifications and Standards
1	2	3	4	5
	FOR Toner Cartridge Items			<i>Note 1</i>
	FOR RELATED SERVICES			

Signature:	<i>[insert signature of the Tenderer]</i>
Name:	<i>[insert full name of signatory with National ID]</i>
In the capacity of:	<i>[insert designation of signatory]</i>

Notification of Award (Form PG2 - 6)

Contract No:	Date:
To: <i>[Name of Contractor]</i>	

This is to notify you that your Tender dated *[insert date]* for the supply of Toner Cartridge Items and related services for *[name of contract]* for the Contract Price of Tk *[state amount in figures and in words]* as corrected and modified in accordance with the Instructions to Tenderers, has been approved by *[name of Procuring Entity]*.

You are thus requested to take following actions:

- i. accept in writing the Notification of Award within seven (7) working days of its issuance in accordance with ITT Sub Clause 36.3;
- ii. furnish a Performance Security in the specified format and in the amount of Tk *[insert amount in figures and words]*, within fourteen (14) days of acceptance of this Notification of Award but not later than *(specify date)*, in accordance with ITT Clause 37.1;
- iii. sign the Contract within twenty-eight (28) days of issuance of this Notification of Award but not later than *(specify date)*, in accordance with ITT Clause 38.1.

You may proceed with the execution of the supply of Toner Cartridge Items and related services only upon completion of the above tasks. You may also please note that this Notification of Award shall constitute the formation of this Contract, which shall become binding upon you.

We attach the draft Contract and all other documents for your perusal and signature.

	Signed
	Duly authorized to sign for and on behalf of <i>[name of Procuring Entity]</i>
	Date:

Contract Agreement (Form PG2 - 7)

THIS AGREEMENT made the *[day]* day of *[month]**[year]* between *[name and address of Procuring Entity]* (hereinafter called "the Procuring Entity") of the one part and *[name and address of Supplier]* (hereinafter called "the Supplier") of the other part:

WHEREAS the Procuring Entity invited Tenders for certain Toner Cartridge Items and related services, viz, *[brief description of Toner Cartridge Items and related services]* and has accepted a Tender by the Supplier for the supply of those Toner Cartridge Items and related services in the sum of Taka *[Contract Price in figures and in words]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract hereafter referred to.
2. The following documents forming the Contract shall be in the following order of precedence, namely :
 - (a) the signed Form of Contract Agreement;
 - (b) the Notification of Award
 - (c) The completed Tender
 - (d) Conditions of Contract;
 - (e) Technical Specifications;
 - (f) Price Schedules and Schedule of Requirements and;
 - (g) other document, if any
3. In consideration of the payments to be made by the Procuring Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Entity to provide the Toner Cartridge Items and related services and to remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Entity hereby covenants to pay the Supplier in consideration of the provision of the Toner Cartridge Items and related services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Bangladesh on the day, month and year first written above.

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	For the Procuring Entity	The Supplier
Signature		
Print Name		
Title		
In the presence of Name		
Address		

Section 6. Schedule of Requirements

Invitation for Tender No:	19.00.0000.175.07.001.25/03	Date	27 August 2025
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A. List of Toner Cartridge Items & related services and Delivery Schedule

1	2	3	4	5	6	7	8
Item No	Description of Item	Unit of measurement	Qty	Unit Rates	Total Price	Point of delivery	Delivery period offered
1.	HP Laserjet P-1102 & Canon 6030 Printer Toner (Compatible)	Pcs	80			MoFA	2 Weeks
2.	HP Laserjet P-1102 & Canon 6030 Printer Toner (Original)	Pcs	05			MoFA	2 Weeks
3.	HP Laserjet Pro M402DN, M402DW Printer Toner (Compatible)	Pcs	100			MoFA	2 Weeks
4.	HP Laserjet Pro M402DN, M402DW Printer Toner (Original)	Pcs	05			MoFA	2 Weeks
5.	HP Laserjet Pro M12a Printer Toner (Compatible)	Pcs	50			MoFA	2 Weeks
6.	HP Laserjet Pro M12a Printer Toner (Original)	Pcs	05			MoFA	2 Weeks
7.	Canon 6200/6230 Printer Toner (Compatible)	Pcs	30			MoFA	2 Weeks
8.	Brother Laserjet MFC 2700dw Printer Toner (Compatible)	Pcs	50			MoFA	2 Weeks
9.	Brother LaserJet L6200DW, MFC L5900DW Printer Toner (Compatible)	Pcs	20			MoFA	2 Weeks
10.	HP Laserjet Pro M135a / M137a Printer Toner With Chips (Compatible)	Pcs	60			MoFA	2 Weeks
11.	HP Laserjet Pro M404DN, M404DW Toner With Chips (Compatible)	Pcs	100			MoFA	2 Weeks
12.	HP Laserjet Pro M404DN, M404DW Toner With Chips (Original)	Pcs	05			MoFA	2 Weeks
13.	HP LaserJet M426dn Printer Toner (Original)	Pcs	05			MoFA	2 Weeks
14.	HP LaserJet Pro M227sdn, M227fdw Printer Toner (Compatible)	Pcs	05			MoFA	2 Weeks
15.	Canon LaserJet Canon LBP 3300 Printer Toner (Compatible)	Pcs	10			MoFA	2 Weeks
16.	HP LaserJet Pro M125a & M127fw Printer Toner (Compatible)	Pcs	05			MoFA	2 Weeks
17.	HP Laserjet 4003DN Printer Toner with Chips (Compatible)	Pcs	80			MoFA	2 Weeks
18.	HP Laserjet 4003DN Printer Toner with Chips (Original)	Pcs	05			MoFA	2 Weeks
19.	HP Laserjet Pro M28A Printer Toner (Compatible)	Pcs	05			MoFA	2 Weeks

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20.	HP LaserJet MFP M436n Printer Toner (Compatible)	Pcs	05			MoFA	2 Weeks
21.	HP Laserjet Pro Pro M501dn Printer Toner (Compatible)	Pcs	05			MoFA	2 Weeks
22.	Brother LaserJet HL-L2370DN (Original)	Pcs	05			MoFA	2 Weeks
23.	Canon 6030/6020 Printer Toner (Compatible)	Pcs	20			MoFA	2 Weeks
24.	Brother MFC-L2700DWDrum Unit	Pcs	10			MoFA	2 Weeks
25.	Brother 6200/5900 Drum Unit	Pcs	10			MoFA	2 Weeks
26.	HP Laserjet Pro M401 dn/dw with Chips (Compatible)	Pcs	20			MoFA	2 Weeks
27.	HP Laserjet Pro M401 dn/dw with Chips (Original)	Pcs	05			MoFA	2 Weeks
28.	HP Laserjet Pro 130a with Chips (Compatible)	Pcs	05			MoFA	2 Weeks

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Section 7. Technical Specifications

The Toner Cartridge Items and related services shall comply with following Technical Specifications:

Invitation for Tender No:	No:19.00.0000.175.07.001.25/03	Date:	27 August 2025
Tender Package No:	01	Package Description:	[Supply of /
Tender Lot No:	01	Lot Description:	[Supply of

Item No	Name of Toner Cartridge Items or Related Service	Country of origin	Make & Model (When applicable)	Approx. Page Print
1	2	3	4	5
01	HP Laserjet P-1102 & Canon 6030 Printer Toner (Compatible)			
02	HP Laserjet P-1102 & Canon 6030 Printer Toner (Original)			
03	HP Laserjet Pro M402DN, M402DW Printer Toner (Compatible)			
04	HP Laserjet Pro M402DN, M402DW Printer Toner (Original)			
05	HP Laserjet Pro M12a Printer Toner (Compatible)			
06	HP Laserjet Pro M12a Printer Toner (Original)			
07	Canon 6200/6230 Printer Toner (Compatible)			
08	Brother Laserjet MFC 2700dw Printer Toner (Compatible)			
09	Brother LaserJet L6200DW, MFC L5900DW Printer Toner (Compatible)			
10	HP Laserjet Pro M135a / M137a Printer Toner With Chips (Compatible)			
11	HP Laserjet Pro M404DN, M404DW Toner With Chips (Compatible)			
12	HP Laserjet Pro M404DN, M404DW Toner With Chips (Original)			
13	HP LaserJet M426dn Printer Toner (Original)			
14	HP LaserJet Pro M227sdn, M227fdw Printer Toner (Compatible)			
15	Canon LaserJet Canon LBP 3300 Printer Toner (Compatible)			
16	HP LaserJet Pro M125a & M127fw Printer Toner (Compatible)			
17	HP Laserjet 4003DN Printer Toner with Chips (Compatible)			
18	HP Laserjet 4003DN Printer Toner with Chips (Original)			
19	HP Laserjet Pro M28A Printer Toner (Compatible)			
20	HP LaserJet MFP M436n Printer Toner (Compatible)			

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21	HP Laserjet Pro Pro M501dn Printer Toner (Compatible)			
22	Brother LaserJet HL-L2370DN (Original)			
23	Canon 6030/6020 Printer Toner (Compatible)			
24	Brother MFC-L2700DWDrum Unit			
25	Brother 6200/5900 Drum Unit			
26	HP Laserjet Pro M401 dn/dw with Chips (Compatible)			
27	HP Laserjet Pro M401 dn/dw with Chips (Original)			
28	HP Laserjet Pro 130a with Chips (Compatible)			

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