

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
 Ministry of Public Administration  
 Bangladesh Secretariat, Dhaka-1000  
 www.mopa.gov.bd

No: 05.00.0000.113.23.041.2024- 444

Date: 19-05-2024

## Invitation for Tender

1	Ministry/Division	Ministry of Public Administration
2	Agency	N/A
3	Procuring Entity Name	Ministry of Public Administration
4	Procuring Entity District	Dhaka
5	Invitation for	Goods & related Services
6	Invitation Ref No	05.00.0000.113.23.041.2024- 443
7	Date	19 May 2025

### KEY INFORMATION

8	Procurement Method	OTM (Framework)
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### FUNDING INFORMATION

9	Budget and Source of Funds	Revenue/GOB
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### PARTICULAR INFORMATION

10	Tender Package No.	6(2024-25)
11	Tender Package Name	Procurement of Books, Printing & Packaging
12	Tender Publication Date	20-05-2025
13	Tender Last Selling Date and Time	01-06-2025; 04:00 pm
14	Tender Closing Date and Time	03-06-2024; 02:00 pm
15	Tender Opening Date and Time	03-06-2025; 03:00 pm
16	Name & Address of the office(s)	Address
	Selling Tender Document	Joint Secretary, Administration Section-4, Room#114, Building#3, Ministry of Public Administration, Bangladesh Secretariat, Dhaka-1000.
	Receiving Tender Document	Joint Secretary, Administration Section-4, Room#114, Building#3, Ministry of Public Administration, Bangladesh Secretariat, Dhaka-1000.
	Opening Tender Document	Joint Secretary, Admin Branch, Ministry of Public Administration, Room#111, Building#3, Bangladesh Secretariat, Dhaka-1000.
17	Place / Date / Time of Pre-Tender Meeting (Optional)	Date 21 May 2025 Time 10.00 am - 11.00 am

### INFORMATION FOR TENDERER

18	Brief Eligibility and Qualification of Tenderer	The tenderer should be well experienced with (1) Valid Trade License of 2024-25; (2) Income Tax Certificate of 2023-24 (3) Bank Solvency Certificate Collected on or after 31st May 2025; (4) VAT Registration Certificate (5) Bank Statement (22 July 2024- 21 May 2025); (6) Undertaking of not being blacklisted or debarred by any government/autonomous body; (7) Other qualifications as stated in the STD.		
19	Brief Description of Goods or Works	Lot-1: Books Lot-2: Printing & Packaging		
20	Brief Description of Related Services	Not Applicable		
21	Price of Tender Document (Tk)	Lot-1 / Lot-2: Tk.1000.00 (each)		
22	Lot	Identification of Lot	Location	Tender Security Amount (Tk) Completion Time in Weeks
	1	Books	Ministry of Public Administration Bangladesh Secretariat, Dhaka.	21,000.00 02 (Two)
	2	Printing & Packaging		20,000.00 02 (Two)
23	Name of Official Inviting Tender	Md. Abu Aowlal		
24	Designation of Official Inviting Tender	Joint Secretary		
25	Address of Official Inviting Tender	Administration Section-4, Room#114, Building#3, Ministry of Public Administration, Bangladesh Secretariat, Dhaka-1000		
26	Contact details of Official Inviting Tender	02-55100540	Fax: 02-55101056	admincs@mopa.gov.bd
27	The Procuring Entity reserves the right to accept or reject all or any of the tenders.			

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19.05.25  
Md. Abu Aowlal  
Joint Secretary  
Ph: 55100540  
19/5/25