



Government of the People's Republic of Bangladesh

Ministry of Social Welfare
Bangladesh Secretariat, Dhaka.

Invitation for Tender

1	Ministry/Division	Ministry of Social Welfare		
2	Procuring Entity Name	Ministry of Social Welfare		
3	Procuring Entity Code	Not used at present		
4	Procuring Entity District	Dhaka, Bangladesh		
5	Invitation for	Goods		
6	Invitation Ref No	41.00.0000.017.07.009.20.764		
7	Date	22-12-2020		
KEY INFORMATION				
8	Procurement Method	OTM (Open Tender Method)		
FUNDING INFORMATION				
9	Budget and Source of Funds	Revenue/GOB		
10	Development Partners (if applicable)	Not Applicable		
PARTICULAR INFORMATION				
11	Tender Package No.	01 (2020-21)		
12	Tender Package Name	Lot-01 (Purchase of Stationary goods), Lot-02 (Toner cartridge & Scanner)		
13	Tender Publication Date	27-12-2020		
14	Tender Last Selling Date	10-01-2021	Time: 05.00 pm	
15	Tender Closing Date and Time	11-01-2021	Time: 12.00 pm	
16	Tender Opening Date and Time	11-01-2021	Time: 12.30 pm	
17	Name & Address of the office(s)	Ministry of Social Welfare, Bangladesh Secretariat, Dhaka.		
	- Selling Tender Document (Principal)	Deputy Secretary, Administration-2, Ministry of Social Welfare, Room#301(ka), Building#6, Bangladesh Secretariat, Dhaka.		
	- Selling Tender Document (Others)	Not Applicable		
	- Receiving Tender Document	Deputy Secretary, Administration-2, Ministry of Social Welfare, Room#301(ka), Building#6, Bangladesh Secretariat, Dhaka.		
	- Opening Tender Document	Additional Secretary, Ministry of Social Welfare, Room#301, Building#6, Bangladesh Secretariat, Dhaka.		
INFORMATION FOR TENDERER				
18	Eligibility of Tenderer	The tenders should be well Experienced with (1) Tender License (2) Incomes Tax Certificate(TIN) (3) Vat Registration Certificate (4) Undertaking of not being Black Listed/department an any Govt./Autonomous body (5) Bank Solvency Certificate (6) Minimum 3 (Three) successful completion Certificate within last 3(Three) years etc.		
19	Brief Description of Goods	Purchase of Stationary goods, Toner cartridge & Scanner.		
20	Brief Description of Related Services	Not Applicable		
21	Price of Tender Document (Tk)	LOT (1 & 2) Tk. 1,000/-		
22	Lot No	Identification of Lot	Location	Tender Security Amount(Tk)
	Lot-01	(Purchase of Stationary goods)	Ministry of Social Welfare, Bangladesh Secretariat, Dhaka.	Lot-01 for Tk.12,000 /-
	Lot-02	(Toner cartridge & Scanner)		Lot-02 for Tk. 16,000/-
				Completion Time in Weeks
				Ready stock or purchase/supply from main dealer/reputed company of Bangladesh within 30 days from the date of issue of work order. Must submit sole distributor certificate/ distributor authorization letter for lot 02 along with tender document. If the company/supplier provides fake or edited letter/certificate, the respective company/ supplier will be black listed.
23	Name of Official Inviting Tender	Ministry of Social Welfare		
	Designation of Official Inviting Tender	Deputy Secretary (Admin-2)		
	Address of Official Inviting Tender	Room#301(Ka), Building #6, Ministry of Social Welfare, Bangladesh Secretariat, Dhaka.		
	Contact details of Official Inviting Tender	Tel. 02-9545036 E-mail: dsadmin2@msw.gov.bd		
24	The Procuring Entity reserves the right to accept or reject all or any tender without assigning any reason thereof.			
25	Special Condition: This invitation for tender notice will be available at Ministry of Social Welfare's website: www.msw.gov.bd			

(Mohammed Rehan Uddin) 22/12/2020
Deputy Secretary
Ph: 02-9545036