

Memo No. 19.05.0000.01.20.001.14/89

Date: 09.09.2021

Invitation for Tender

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	:	19.05.0000.01.20.001.14/88, Date: 09.09.2021
4.	Procurement method	:	OTM (Open Tendering Method).
5.	Budget and source of funds	:	Revenue Budget for MOFA.
6.	Tender publication date	:	10 September, 2021
7.	Tender last selling date and time	:	26 September, 2021, Time-2.00pm
8.	Tender closing date and time	:	27 September, 2021, Time-3.00pm
9.	Tender opening date and time	:	27 September, 2021, Time-3.30pm
10.	Selling tender document-place & address of the office	:	Assistant Secretary, Room No. 220, Public Diplomacy Wing, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
11.	Receiving tender document-place & address of the office	:	Assistant Secretary, Room No. 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	:	(a) Minimum 05 years of general experience in printing said products of the best quality. (b) Tenderer should have latest trade licence, 13-digit VAT certificate, income tax pay certificate, TIN certificate, NID along with other conditions described in tender documents.
16.	Special instruction for the tenderer	:	(a) The procuring entity reserves the right to reject all tenders or annul the tender proceedings. (b) Tender details are mentioned in Tender Document. (c) If tender cannot be received in due time for unavoidable circumstances, tender will be received in following working day.
17.	Name & designation of official inviting tender	:	Pranab Kumar Bhattacharjee, Director (Media), Public Diplomacy Wing, Segunbagicha, Dhaka.
18.	Address of official inviting tender	:	Room No. 214, Public Diplomacy Wing, Ministry of Foreign Affairs, Segunbagicha, Dhaka.
19.	Contact details of official inviting tender	:	Telephone: 02-223388083, Fax No. +880-2-9562163 E-mail: dirmission@mofa.gov.bd

GD-1616

Pranab Kumar Bhattacharjee
Director (Media)