

Bangladesh Institute of Governance and Management (BIGM)
Plot: E-33, Agargaon, Sher-e-Bangla Nagar, Dhaka
Phone No: 880-2-223374040-44 (Ext. 133)


Memo No- BIGM/Acc.Ten/10(4)/02/24-214

Dated: 25-08-2024

"INVITATION FOR TENDER" (IFT No-01/2024-25)

Sealed Tenders are hereby invited from all eligible Suppliers/Tenderers in accordance with PPR-2008 for the under mentioned work.

1.	Agency	Bangladesh Institute of Governance and Management (BIGM)		
2.	Procuring Entity Name	Additional Director (Strategic Planning)		
3.	Procuring Method	Open Tendering Method (OTM)		
4.	Last Date & time for selling of Tender	08-09-2024 up to Office Hours (5.00pm)		
5.	Last Date & time for submission of Tender	09-09-2024 & 2.00pm		
6.	Date & time for Opening of Tenders	09-09-2024 at 2.30 pm		
7.	Selling, Receiving & opening Tender Document	Office of the Additional Director (Strategic Planning), BIGM		
8.	Eligibility of Tenderer	a) Reputed Suppliers/Tenderers who have minimum 03 (three) years of experience in Supply office Furniture works for Package no. 01 and supply of Goods for Package no. 02 & 03		
b) Having experience in Supply office Furniture at least 01 (one) contract amounting Tk. 4.20 Lacs for Package no. 01 , Supply of IT (PC/Accessories) related successfully under at least 01 (one) contract amounting Tk. 5.67 Lacs for Package no. 02 and Supply of office stationery materials successfully under at least 01 (one) contract amounting Tk. 6.02 Lacs for Package no. 03				
c) The minimum amount of Liquid assets or working capital or credit facilities of Package no. 01 shall be Tk.4.80 lac , Package no. 02 shall be Tk. 6.50 lac and Package no. 03 shall be Tk. 6.90 lac only supported by Bank certificate in the form of Form PG3-8 for Package 01 & 02 and from Form PG3A-8 for Package 03 respectively, should be counted 28 days before from the date of opening of tender. Original Bank Certificate must be enclosed along with the Tender in the form of Form PG3-8 & PG3A-8 Otherwise, the tender will be non-responsive.				
d) <i>Up-to-date</i> Valid Trade license, VAT and Income Tax certificate, original money receipt, should be enclosed along with the tender				
e) All other terms and conditions as per Tender document.				
9.	Price of tender document (Tk.)	Tk. 1000/- (One Thousand) only		
10.	Package No	Name of work	Location	Tender Security
	01	Supply, Fitting & Fixing of Workstation, Mobile Drawer, Aluminum Glass Partition wall with renovation works as per drawing & specification at Annex Building, BIGM, Dhaka	BIGM, Agargaon	Tk. 15,000.00 (Fifteen Thousand) only
	02	Supply of Brand New 06 (six) nos Desktop Computer for BIGM Internal facilities developments at Annex Building, BIGM, Dhaka		Tk. 20,500.00 (Twenty Thousand Five Hundred) only
	03	Supplying of 63 (Sixty-Three) nos office Stationery items (FY: 2024-25) for administrative works of BIGM, Dhaka (Framework Contract)		Tk. 21,500.00 (Twenty-One Thousand Five Hundred) only
11.	Special Instruction:			
	i) This tender notice can be seen and down loaded from web sites of www.bigm.edu.bd			
	ii) The Procuring Entity reserves the right to accept or reject any or all the tenders received without assigning any reason whatsoever.			


 (Mohammad Al-Amin)
 Additional Director (Strategic Planning)
 BIGM, Dhaka