

**BIGM****Bangladesh Institute of Governance and Management (BIGM)**

Plot: E-33, Agargaon, Sher-e-Bangla Nagar, Dhaka  
Phone No: 880-2-223374040-44 (Ext. 128)

Memo No- BIGM/Acc.Ten/10(6)/02/25-600

Dated: 30-11-2025

**"INVITATION FOR TENDER" (IFT No-04/2025-26)**

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 (Managerial Service)		
3.	Procuring Method	Open Tendering Method (OTM)		
4.	Last Date & time for selling of Tender	15-12-2025 up to Office Working Day (Saturday -Wednesday)		
5.	Last Date & time for submission of Tender	16-12-2025 & 2.30 pm		
6.	Date & time for Opening of Tenders	16-12-2025 & 3.00 pm		
7.	Selling, Receiving & Opening Tender Document	Office of the Additional Director (Managerial Service), BIGM		
8.	Eligibility of Tenderer	a) Reputed Suppliers/Tenderers who have minimum 05 (Five) years of general experience in Supplying Goods and related service for Package no. 01,02,03		
		b) Having experience for Supplying of Air Condition works at least 01 (one) successfully contract amounting Tk. 3.50 Lacs for Package no. 01, Supplying Computer Software with Commissioning works at least 01 (one) successfully contract amounting Tk. 7.00 Lacs for Package no. 02 and Supplying of Office Stationery works at least 01 (one) successfully contract amounting Tk. 5.00 Lacs for Package no. 03 with in last 05 (Five) years		
		c) The minimum amount of Liquid assets or working capital or credit facilities of Package no. 01 shall be Tk. 4.00 Lacs, Package no. 02 shall be Tk. 7.80 Lacs and Package no. 03 shall be Tk. 5.50 Lacs only supported by Bank certificate in the from Form PG3-8 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 Otherwise, the tender will be non-responsive.		
		d) Up-to-date Valid Trade license, VAT and Income Tax certificate, original money receipt and as per schedule required documents 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) for each Tender		
10.	Package No	Name of work	Location	Tender Security
	01	Supply, Fitting & Fixing of 04 (Four) nos Band New Split Type Air Condition (Capacity: 22500-24000 BTU) with other works as per specification with necessary works for payer room rooftop Annex Building, BIGM, Dhaka		Tk. 12,500.00 (Twelve Thousand Five Hundred) only
	02	Supply and Commissioning of MS Office LTSC Standard (Academic) 2024 as per specification for IT Development of BIGM, Dhaka		Tk. 25,000.00 (Twenty-Five Thousand) only
	03	Supplying of 38 (Thirty-Eight) nos office Stationery items for Administration works of BIGM, Dhaka (FY: 2025-26)-Framework Contract		Tk. 17,500.00 (Seventeen Thousand Five Hundred) only
11.	<b>Special Instruction:</b> i) This tender notice can be seen and down loaded from web sites of <a href="http://www.bigm.edu.bd">www.bigm.edu.bd</a> 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 (Managerial Service)  
BIGM, Dhaka

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Memo No- BIGM/Acc.Ten/10(6)/02/25-604

Date: 01-12-2025

**"CORRIGENDUM INVITATION FOR TENDER NOTICE (IFT No-04/2025-26)"**

Tender no. 04/2025-26 (Ref. Memo No. BIGM/Acc.Ten/10(6)/02/25-600, Dated : 30/11/25) for **Package No. 01** : Supply, Fitting & Fixing of 04 (Four) nos Band New Split Type Air Condition (Capacity: 22500-24000 BTU) with other works as per specification with necessary works for payer room rooftop Annex Building, BIGM, Dhaka; **Package No. 02** : Supply and Commissioning of MS Office LTSC Standard (Academic) 2024 as per specification for IT Development of BIGM, Dhaka & **Package No. 03** : Supplying of 38 (Thirty-Eight) nos office Stationery items for Administration works of BIGM, Dhaka (FY: 2025-26)-Framework Contract has been publish in "Bangladesh Pratidin" and "Dhaka Tribune" newspaper on December 01,2025 has been Amended as follows :

Sl. No	Description	As per Tender Notice	Amended as
1.	Last Date & time for selling of Tender	15-12-2025 up to Office Working Day (Saturday -Wednesday)	14-12-2025 up to Office Working Day (Saturday -Wednesday)
2.	Last Date & time for submission of Tender	16-12-2025 & 2.30 pm	15-12-2025 & 2.30 pm
3.	Date & time for Opening of Tenders	16-12-2025 & 3.00 pm	15-12-2025 & 3.00 pm

All other terms and conditions will remain unchanged and this corrigendum notice will be the integral part of tender document

(Mohammad Al-Amin)

Additional Director (Managerial Service)  
BIGM, Dhaka