



**BANGLADESH INSTITUTE OF GOVERNANCE AND MANAGEMENT**  
(Affiliated to the University of Dhaka)

**Memo No: BIGM/AC/Tender/01/20/16-627**

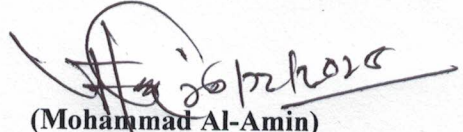
**Date: 13/12/25**

**REQUEST FOR QUOTATION (RFQ)**

Bangladesh Institute of Governance and Management (BIGM) is requesting the eligible tenderers to submit quotation along with the required documents for **Repair & Maintenance of 78 nos Air Condition and 03 nos Air Curtain of BIGM, Dhaka**

|   |                                                     |                                                                                                      |
|---|-----------------------------------------------------|------------------------------------------------------------------------------------------------------|
| 1 | Quotation invited by                                | Additional Director (Managerial Service)<br>Bangladesh Institute of Governance and Management (BIGM) |
| 2 | Details of the goods to be procured                 | Repair & Maintenance of 78 nos Air Condition and 03 nos Air Curtain of BIGM, Dhaka                   |
| 3 | Required documents along with quotation             | Valid Trade License, TIN certificate, VAT certificate, and Financial Bank Solvency Certificate       |
| 4 | Place of Quotation Schedule Collection & submission | Engineer's Office Room, BIGM                                                                         |
| 5 | Date and time of quotation Schedule Collection      | 12:00 pm & 22/12/2025                                                                                |
| 6 | Last date of quotation submission date & time       | 2:30 pm & 22/12/2025                                                                                 |
| 7 | Date of quotation opening                           | 22/12/2025 & 3:00 pm<br>Room No. 202, Annex Building, BIGM                                           |

8. Detailed information can be obtained from the Engineering Section of the Bangladesh Institute of Governance and Management (BIGM).

  
(Mohammad Al-Amin)  
Additional Director (Managerial Service)

**Distribution:**

1. Associate Director, BIGM
2. Deputy Director (Admin & Finance), BIGM
3. Engineer, BIGM
4. IT Officer, BIGM (with a request to publish in the BIGM website)
5. PS to the Director, BIGM (for kind information of the Director, BIGM)
6. Notice Board, BIGM
7. Office Copy.

**Copy:** For information and circulation (not according to seniority)

1. Executive Director, Bangladesh Computer Council, Agargaon, Dhaka-1207
2. Chief Engineer, LGED, Agargaon, Dhaka-1207.