

## Office of the Registrar

University of Dhaka

Dhaka 1000

### Invitation for Tender (OTM)

সংশোধনী


Ref No. Reg./Admin-4/26634/OTM/2022

Date: 10-10-2022

Sealed Tenders are hereby invited from reputed supplier for Supply & Testing of Cap & Hood for the 53rd Convocation of the University of Dhaka

1.	Ministry/Division	University of Dhaka		
2.	Agency	University of Dhaka		
3.	Procuring Entity Name	Office of the Registrar, University of Dhaka.		
4.	Procuring Entity Code	-		
5.	Procuring Entity District	Dhaka		
6.	Invitation for	Supply & Testing of Cap (lot-1) & Hood (lot-2) for the 53 <sup>rd</sup> Convocation of the University of Dhaka		
7.	Invitation Tender Ref No.	Reg./Admin-4/26634/OTM/2022		
8.	Date :	07-10-2022		
<b>KEY INFORMATION</b>				
9.	Procurement Method	Open Tendering Method		
<b>FUNDING INFORMATION</b>				
10.	Budget and Source of Funds	DU 53 <sup>rd</sup> Convocation Budget 2022		
11.	Development Partner	N/A		
<b>PARTICULAR INFORMATION</b>				
12.	Project/Programme Code	Not used		
13.	Project/Programme Name	53 <sup>rd</sup> Convocation of Dhaka University		
14.	Tender Package No.	Convocation 01		
15.	Tender Package Name	Supply & Testing of Cap (lot-1) & Hood (lot-2) for the 53 <sup>rd</sup> Convocation of the University of Dhaka		
16.	Tender Publication Date	06-10-2022, 10.10.2022 (সংশোধনী)		
17.	Tender Last Selling Date	<b>16-10-2022 Up to 4:00 PM</b>		
18.	Tender Closing Date and Time	<b>Date :</b> <b>17-10-2022</b>	<b>Time:</b> <b>12:00 noon</b>	
19.	Tender Opening Date and Time	<b>17-10-2022</b>	<b>12:30 Pm</b>	
20.	<b>Name &amp; Address of the Office(s)</b>	<b>Address(s)</b>		
	-Selling Tender Document (Principal)	Office of the Registrar ( <b>Room no. 207</b> ), University of Dhaka.		
	-Receiving Tender Document	Office of the Registrar (Room no. 203), University of Dhaka.		
	-Opening Tender Document	Office of the Registrar, University of Dhaka.		
21.	Place/Date/Time of Pre-Tender Meeting	<b>Name/Address</b>	<b>Date:</b>	<b>Time</b>
<b>INFORMATION FOR TENDERER</b>				
22.	<b>Eligibility of Tenderer</b>	(i) Up to date Trade License (ii) Up to date VAT Registration Certificate (iii) Up to date Income Tax Clearance Certificate (iv) At least one (1) experience certificate in similar supply of comparable value in a single tender during the last Five years as mentioned in TDS (v) Bank solvency Certificate (vi) Tenderer must be owner of the firm. If the tenderer is the Representative of the firm then he/she will be authorized by the owner of the Firm (signature with name and seal of the owner) (vii) Tenderer may be the manufacturer or supplier or both. (viii) <b>Warranty:</b> Raw materials, manufacturing & supply must be in accurate quality through specification and sample. No fault detection within 6 months from the date of delivery. Within 6 months any kind of repair will be done by tenderers own cost.		

23.	Brief Description of Goods	Supply & Testing of Cap (lot-1) & Hood (lot-2) for the 53 <sup>rd</sup> Convocation of the University of Dhaka: <b>Lot- 1: ক্যাপ (কম/বেশি ৩৪,০০০টি)</b> <b>Lot - 2: বিভিন্ন ডিগ্রীর হুড (কম/বেশি ৯,০০০টি)</b>				
24.	Brief Description of Related Services	Supply & Testing of Cap & Hood for the 53 <sup>rd</sup> Convocation of the University of Dhaka. Raw materials, manufacturing & supply must be in accurate quality through specification and sample. Within 6 months any kind of repair will be done by tenderers own cost.				
25.	Tender Document Price TK.-5,500.00	The Price of Tender Schedule as mentioned is to be deposited in A/C No. 36000392, Janata Bank, T.S.C branch, Dhaka University. Tender schedule and terms and conditions may be collected on submission of the deposit receipt from the above mentioned offices on all working days except on the date fixed for submitting the tender.				
26.	<b>Identification/ Name of Goods</b>	<b>Location</b>	<b>Lot No.</b>	<b>Name of Items</b>	<b>Tender Security Amount in Taka</b>	<b>Completion Time</b>
	<b>Supply &amp; Testing of Cap &amp; Hood</b>	Office of the Registrar, DU	Lot- 1	ক্যাপ (কম/বেশি ৩৪,০০০টি)	1,15,000/-	20 days from the date of issuance a Purchase Order
			Lot- 2	বিভিন্ন ডিগ্রীর হুড (কম/বেশি ৯,০০০টি)	1,05,000/-	
<b>PROCURING ENTITY DETAILS</b>						
27.	Name of Official Inviting Tender		Mr. Probir Kumar Sarker			
28.	Designation of Official Inviting Tender		Registrar (Acting)			
29.	Address of Official Inviting Tender		Office of the Registrar, University of Dhaka.			
30.	Contact details of Official Inviting Tender		ফোন: ৫৫১৬৭৮০৪, ০৯৬৬৬৯১১৪৬৩/৪০২৫(অ) ফ্যাক্স: ৮৮০-২-৫৫১৬৭৮১০, E-mail: registrar@du.ac.bd			
31.	The procuring entity reserves the right to accept or reject any or all tenders without assigning any reason whatsoever. <b>The procuring authority also reserves the right to omit, increase or decrease the quantities of products/goods from the Tender.</b> The suppliers must abide by the decision of the University authority. Tender form, schedule of requirements of supply, tender notice and terms and conditions etc. will form the integral part of the tender. <b>The suppliers should write the name of the lot and the name of the firm on the envelope clearly.</b> Vat, Income Tax and other Taxes, if any, imposed by the Govt. will be deducted from their bills as per Govt. rules.					

  
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 Probir Kumar Sarker  
 Registrar (Acting)  
 University of Dhaka