

## Office of the Registrar

University of Dhaka  
Dhaka 1000

### Invitation for Tender (OTM)

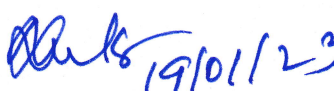
Ref No. Reg./Admin-4/51896/OTM/2023

Date: 19-01-2023

Sealed Tenders are hereby invited from reputed supplier/Institute for OCS Vote Counting Support with Printing Ballot paper of legal size and Installing polling booth, Penndel, light, generator & required equipments for Registered Graduate Election 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	OCS Vote Counting Support with Printing Ballot paper of legal size (lot-1) and Installing polling booth, Penndel, light, generator & required equipments (lot-2) for the Registered Graduate Election of the University of Dhaka	
7.	Invitation Tender Ref No.	Reg./Admin-4/51896/OTM/2023	
8.	Date :	19-01-2023	
KEY INFORMATION			
9.	Procurement Method	Open Tendering Method	
FUNDING INFORMATION			
10.	Budget and Source of Funds	Registered Graduate Election of the University of Dhaka	
11.	Development Partner	N/A	
PARTICULAR INFORMATION			
12.	Project/Programme Code	Not used	
13.	Project/Programme Name	Registered Graduate Election of the University of Dhaka	
14.	Tender Package No.	RGE 01	
15.	Tender Package Name	OCS Vote Counting Support with Printing Ballot paper of legal size (lot-1) and Installing polling booth, Penndel, light, generator & required equipments (lot-2) for the Registered Graduate Election of the University of Dhaka	
16.	Tender Publication Date	19.01.2023	
17.	Tender Last Selling Date	05-02-2023 Up to 4:00 PM	
18.	Tender Closing Date and Time	Date :	Time:
		06-02-2023	12:00 noon
19.	Tender Opening Date and Time	06-02-2023	12:30 Pm
20.	Name & Address of the Office(s)	Address(s)	
	-Selling Tender Document	Office of the Registrar (Room no. 207), 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.	
INFORMATION FOR TENDERER			
22.	Eligibility of Tenderer	(i) Up to date Trade License (ii) Up to date VAT Registration Certificate (iii) Up to date Income Tax Clearance Certificate (iv) Lot 1 - The minimum specific experience as reputed supplier/Institute for OCS Vote Counting Support with Printing Ballot paper of at least one (1) contract successfully completed within the last 5 years, with a value of at least 80 percent of the estimated cost. Lot 2 - The minimum specific experience as Supplier in supply of Goods of at least one (1) contract successfully completed within the last 5 years, with same value. (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> No fault detection till the completion of all the process of the Registered Graduate Election from the date of goods & service delivery. Within this time any kind of fault fixation will be done by tenderer's own cost.				
23.	Brief Description of Goods	OCS Vote Counting Support with Printing Ballot paper of legal size (lot-1) and Installing polling booth, Penndel, light, generator & required equipments (lot-2) for the Registered Graduate Election of the University of Dhaka: <b>Lot- 1:</b> OCS Vote Counting Support with Printing Ballot paper of legal size <b>Lot -2:</b> বুথ তৈরি, চেয়ার সরবরাহ, প্যাভেল তৈরি, হেড টেবিল, ব্যারিকেট তৈরি, ভিআইপি চেয়ার, স্কয়ার টেবিল, লাইট, জেনারেটর, মাইক, ভোটদানপত্র বিতরণ টেবিল, স্ট্যান্ডফ্যান সরবরাহ				
24.	Brief Description of Related Services	OCS Vote Counting Support with Printing Ballot paper of legal size and Installing polling booth, Penndel, light, generator & required equipments for the Registered Graduate Election of the University of Dhaka. No fault detection till the completion of all the process of the Registered Graduate Election from the date of goods & service delivery. Within this time any kind of fault fixation will be done by tenderer's own cost.				
25.	Tender Document Price TK.-4,000/-	The Price of Tender Schedule as mentioned is to be deposited in A/C No. <b>36000392, Janata Bank, T.S.C branch, Dhaka University.</b> 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.	Identification/ Name of Goods	Loc atio n	Lot No.	Name of Items	Tender Security Amount in Tk	Completion Time
	<b>Print &amp; OCS Support and Installation of Goods</b>	Offi ce of the Regi strar, DU	Lot- 1	OCS Vote Counting Support with Printing Ballot paper of legal size	<b>18,000/-</b>	Printing within 10 days notice and Counting on day
			Lot- 2	Installing polling booth, Penndel, light, generator & required equipments	<b>18,500/-</b>	Install within 3 days notice
<b>PROCURING ENTITY DETAILS</b>						
27.	Name of Official Inviting Tender			Mr. Probir Kumar Sarker		
28.	Designation of Official Inviting Tender			Registrar		
29.	Address of Official Inviting Tender			Office of the Registrar, University of Dhaka.		
30.	Contact details of Official Inviting Tender			ফোন: ৫৫১৬৭৮০৮, ০৯৬৬৯১১৮৬৩/৮০২৫(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/service 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 Tenderer 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  
 University of Dhaka