

Office of the Registrar

University of Dhaka

Dhaka 1000

Invitation for Tender (OTM)

Ref No. Reg./Admin-4/52612/OTM/2023

Date: 24-01-2023

Sealed Tenders are hereby invited from reputed supplier for Procuring Computer with double monitor, Printer, ID card printer, Ribbon/Ink, Blank Card, Card Cover, Cleaning Kit for Registrar Office 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	Procurement of Computer with double monitor, Printer, ID card printer (Lot-1), Ribbon/Ink, Blank Card, Card Cover, Cleaning Kit (Lot-2) for Registrar Office		
7.	Invitation Tender Ref No.	Reg./Admin-4/52612/OTM/2023		
8.	Date :	24-01-2023		
KEY INFORMATION				
9.	Procurement Method	Open Tendering Method		
FUNDING INFORMATION				
10.	Budget and Source of Funds	Registered Graduate Fund		
11.	Development Partner	N/A		
PARTICULAR INFORMATION				
12.	Project/Programme Code	Not used		
13.	Project/Programme Name	Not used		
14.	Tender Package No.	GRGE-02		
15.	Tender Package Name	Procurement of Computer with double monitor, Printer, ID card printer (Lot-1), Ribbon/Ink, Blank Card, Card Cover, Cleaning Kit (Lot-2) for Registrar Office		
16.	Tender Publication Date	26-01-2023		
17.	Tender Last Selling Date	12-02-2023 Up to 4:00 PM		
18.	Tender Closing Date and Time	Date :	Time:	
19.	Tender Opening Date and Time	13-02-2023	12:00 noon	
20.	Name & Address of the Office(s)	13-02-2023	12:15 Pm	
	-Selling Tender Document (Principal)	Address(s)		
	-Receiving Tender Document	Office of the Registrar (Room no. 207), University of Dhaka.		
	-Opening Tender Document	Office of the Registrar (Room no. 203), University of Dhaka.		
21.	Place/Date/Time of Pre-Tender Meeting	Office of the Registrar, University of Dhaka.		
		Name/Address	Date:	Time
INFORMATION FOR TENDERER				
22.	Eligibility of Tenderer	1. Up to date Trade License 2. Up to date VAT Registration Certificate 3. Up to date Income Tax Clearance Certificate 4. At least one (1) experience certificate in similar supply of comparable value in a single tender during the last Two years as mentioned in TDS 5. Bank solvency Certificate 6. 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) 7. Tenderer may be the manufacturer or supplier or both. 8. Warranty: Raw materials, manufacturing & supply must be in accurate quality through specification. No fault detection within 1 year from the date of delivery. Within 1 year any kind of repair will be done by tenderers own cost.		

23.	Brief Description of Goods		Procurement of Computer with double monitor, Printer, ID card printer (Lot-1), Ribbon/Ink, Blank Card, Card Cover, Cleaning Kit (Lot-2) for Registrar Office.			
24.	Brief Description of Related Services		Procurement of Computer with double monitor, Printer, ID card printer, Ribbon/Ink, Blank Card, Card Cover, Cleaning Kit for Registrar Office. Raw materials, manufacturing & supply must be in accurate quality through specification. Within 2 years any kind of repair will be done by tenderers own cost.			
25.	Tender Document Price TK.-4,000.00		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.	Identification/ Name of Goods	Location	Lot No.	Name of Items	Tender Security Amount in Taka	Completion Time
	Procurement of Computer with double monitor, Printer, Scanner ID card printer, Ribbon/ Ink, Blank Card, Card Cover, Cleaning Kit	Office of the Registrar, DU	Lot- 1	Computer with double monitor (02 set)	28,000/-	20 days from the date of issuance a Purchase Order
Printer (01 nos)						
Scanner (01nos)						
			Lot- 2	ID card printer (02 nos)	25,000/-	
Ribbon/Ink (100Pic)						
Blank Card (20000Pic)						
Card Cover (20000Pic)						
		Cleaning Kit (1Pic)				
PROCURING ENTITY DETAILS						
27.	Name of Official Inviting Tender		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, ০৯৬৬৬৯১১৮৬৩/৮০২৫(অ) ফ্যাক্স: ৮৮০-২-৫৫১৬৭৮১০, E-mail: reg.admin4@du.ac.bd			
31.	The procuring entity reserves the right to accept or reject any or all tenders without assigning any reason whatsoever. The procuring authority also reserves the right to omit, increase or decrease the quantities of products/goods from the Tender. 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. The suppliers should write the name of the lot and the name of the firm on the envelope clearly. Vat, Income Tax and other Taxes, if any, imposed by the Govt. will be deducted from their bills as per Govt. rules.					

Probir Kumar Sarker

Probir Kumar Sarker
Registrar
University of Dhaka