

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH  
**Department of Immigration and Passports**  
E-7, Agargaon, Sher-e-Banglanagar, Dhaka-1207  
www.dip.gov.bd

**Invitation for Enlistment**

SL NO	Description	Detail
1.	Ministry/Division	Ministry of Home Affairs(MOHA), Government of the People's Republic of Bangladesh
2.	Agency	Department of Immigration and Passports (DIP)
3.	Procuring Entity Name	Department of Immigration and Passports, Agargaon, Dhaka
4.	Procuring Entity Code	N/A
5.	Procuring Entity District	Dhaka, Bangladesh
6.	Invitation for	Enlistment of Firm for the supply of stationary items, goods and spares for different machines
7.	Invitation Ref No.	58.01.0000.102.07.013.17-463
8.	Date	17/07/2019.
<b>KEY INFORMATION</b>		
9.	Procurement Method	Limited Tendering Method
<b>FUNDING INFORMATION</b>		
10.	Budget and Source of Funds	Government of Bangladesh(GOB)
11.	Development Partners	None
<b>PARTICULAR INFORMATION</b>		
12.	Programme Code	N/A
13.	Programme Name	N/A
14.	Application Closing Date and Time	30/07/2019 at 1:00 PM (BST).
15.	<b>Name &amp; Address of the office</b>	
	Application Form Availability	Assistant Accounts Officer Room No-406, Department of Immigration & Passport, E-7 Shre-e Bangla Nagar, Agargaon, Dhaka-1207, Telephone No-02-8181187.
	Receiving Application Form	Deputy Director (Establishment), Room No-405, Department of Immigration & Passport, E-7 Shre-e Bangla Nagar, Agargaon, Dhaka-1207,
<b>INFORMATION FOR APPLICATION</b>		
16.	Eligibility of Applicant	<ul style="list-style-type: none"> <li>a) Vat Registration Certificate with last year pay slip of the Suppliers.</li> <li>b) TIN Certificate of the Supplier.</li> <li>c) Up-to-date Trade License of Local Agent from City Corporation.</li> <li>d) Proprietorship/Partnership/Limited Company ie. Concerned Commercial Documents (Photocopy) of the supplier should be included.</li> <li>e) Money Receipt of purchase of Tender Documents..</li> <li>f) Proof of Solvency from bank as supplier, issued within 3 month.</li> <li>g) Supplier must confirm that he has legal Capacity to enter into a contract under the authority with valid Power of Attorney.</li> <li>h) At least 2 years experience certificate for the Supply of similar goods and related services.</li> <li>i) Those who are enlisted previous year can renew their enlistment by fulfilling new criteria.</li> <li>j) The minimum amount of supplied Goods is at least BDT 2.5 million within a year.</li> <li>k) The minimum amount of liquid assets or working capital or credit facility of the Tenderer: BDT 05 (five) million.</li> </ul>
17.	Brief Description of Goods or Works	<ul style="list-style-type: none"> <li>a) Supply of Stationary items.</li> <li>b) Supply of furniture and fixer.</li> <li>c) Supply of computer, Printer, UPS &amp; related spare.</li> <li>d) Supply of Generator, other machinaries &amp; spare parts.</li> <li>e) Supply of Air Condition (AC) &amp; spare parts.</li> <li>f) Supply of network Items &amp; spares.</li> </ul>

		g) Supply of spares for Personalization machine. h) Supply for printing, publishing and related services. i) Software j) And other related goods and spares.
<b>SL No</b>	<b>Description</b>	<b>Detail</b>
18.	Brief Description of Related or Physical Services	(a) In the time of installation/use if any difficulty arises the supplier will bound to solve the problem. (b) All enlisted firm must attend for selected catagories tender (while contact with them via phone, mail or letter)
19.	Price of Application Form (TK)	1000.00
<b>PROCURING ENTITY DETAILS</b>		
20.	Name of Official inviting Application	Director General.
21.	Designation of Official Inviting Application	Director General.
22.	Address of Official Inviting Application	Director General, Department of Immigration & Passport, E-7 Shre-e Bangla Nagar, Agargaon, Dhaka-1207.
23.	Contact details of Official inviting Application	Telephone No: 02-9135568
<b>The procuring entity reserves the right to reject any or all the Application without assigning any reason.</b>		

(Tariq Salman)  
Deputy Director (Establishment)  
For Director General.