



**Bangladesh Election Commission**  
Election Commission Secretariat

Strengthening and Capacity Development of Election Commission Secretariat (SCDECS) Project  
ETI Bhaban, Agargaon, Dhaka-1207

1	Ministry/Division	Bangladesh Election Commission		
2	Agency	Election Commission Secretariat		
3	Procuring Entity Name	Strengthening and Capacity Development of Election Commission Secretariat (SCDECS) Project.		
4	Procuring Entity District	Dhaka		
5	Invitation for	Supply of Office Stationery & Bags (training & seminar/workshop related) using Framework Contract (OTM)		
6	Invitation Ref No	ECS/SCDECS/Pro/PG-1/2022		
7	Date Issued on	22/12/2022		
<b>KEY INFORMATION</b>				
8	Procurement Method	Framework Contract [Open Tender Method (OTM)]		
9	Budget Source of Funds	Government of Bangladesh (GoB)		
<b>PARTICULAR INFORMATION</b>				
10	Project / Programme Code	224246800		
11	Project/Programme Name	Strengthening and Capacity Development of Election Commission Secretariat (SCDECS)		
12	Tender Package No	PG-1		
13	Tender Package Name	Supply of Office Stationery & Bags (training & seminar/workshop related) using Framework Contract		
14	Tender Publication Date	22/12/2022		
15	Tender Selling Last Date & Time	12/01/2023 at 12.00 pm		
16	Tender Submission Date & Time	12/01/2023 at 2:00 pm		
17	Tender Opening Date & Time	12/01/2023 at 2:30 pm		
18	Name of Address of the Office	SCDECS Project, Nirbachan Bhaban (Floor-5, Room-501), Agargaon, Dhaka-1207		
19	Selling Tender Documents (Other)			
20	Receiving Tender Document			
21	Open Tender Document	Nirbachan Bhaban (Floor-5, Room-501), Agargaon, Dhaka-1207		
22	Place/Date/Time of Pre-Tender meeting	05/01/2023 at 2:00 pm at Nirbachan Bhaban (Floor-5, Room-520), Agargaon, Dhaka-1207		
<b>INFORMATION FOR TENDERER</b>				
23	Eligibility and Qualification of Tenderer	The Tenderer shall submit with its Tender the following additional documents: with its tender. 1. Copy of OTM Invitation Circular. 2. Copy of Pay Order or Bank Guarantee. 3. Quotation for Supply of Office Stationery & Bags (training related) 4. Copy of Trade License (Renewed). 5. Copy of TIN and VAT/BIN Registration 6. Copy of Financial Solvency Statement from Scheduled Bank (within last 6 months of tender submission). 7. Copy of Experience Certificate. 8. Copy of latest Income Tax Certificate.		
24	Price of the Tender Document	1,000/- (One thousand taka only)		
25	Item	Identification	Tender Security Amount (TK.)	Completion time in Weeks/Months
26	01	Supply of Office Stationery & Bags (training & seminar/workshop related) using Framework Contract	1,50,000.00 (One Lakh sixty thousand taka only)	12 Months
<b>PROCURING ENTITY DETAILS</b>				
27	Name of official inviting tender	Md. Rajib Ahsan		
28	Designation and address of official Inviting Tender	Senior Assistant Chief (C.C.) & Assitant Project Director, SCDECS Project, Nirbachon Bhaban (Floor-5, Room-501), Agargaon, Dhaka-1207		
29	Address of official Inviting Tender	SCDECS Project, Nirbachon Bhaban (Floor-5, Room-501), Agargaon, Dhaka-1207		
30	Contact details of official inviting Tender	+88-0255007486		
The Procuring entity reserves the right to reject all Quotations or annul the Quotation proceedings				

22.12.2022

Md. Rajib Ahsan  
Senior Assistant Chief (C.C.) &  
Assistant Project Director  
Phone: +88-0255007486