



Dhaka University of Engineering & Technology, Gazipur
Office of the Director (P &D)
Gazipur-1707

Invitation Ref No. DUET/P&D/OTM /GR-41 (2025-26)/291;

Date: 17/09/2025

Invitation for Tender

1	Ministry/Division		Ministry of Education		
2	Agency		Dhaka University of Engineering & Technology, Gazipur		
3	Procuring Entity Name		Director (Planning & Development), DUET, Gazipur		
4	Procuring Entity District		Gazipur		
5	Invitation for		Goods		
6	Invitation Ref No. & Date:		DUET/P&D/OTM /GR-41 (2025-26)/291; Date: 17/09/2025		
KEY INFORMATION					
7	Procurement Method		Open Tendering Method (OTM)		
FUNDING INFORMATION					
8	Budget and Source of Funds		Revenue Budget (GoB)		
PARTICULAR INFORMATION					
09	Tender Package No.		GR-41 (2025-2026)		
10	Tender Package Name		Procurement of Miscellaneous Goods and Related Services for the International Conference of the Faculty of Science and the Faculty of Mechanical Engineering of DUET, Gazipur.		
11	Tender Publication Date		18/09/2025		
12	Tender Last Selling Date		05/10/2025		
13	Tender Closing Date and Time		06/10/2025 11.00 AM		
14	Tender Opening Date and Time		06/10/2025 11.30 AM		
NO CONDITIONS APPLY FOR SALE, PURCHASE, OR DISTRIBUTION OF TENDER DOCUMENTS					
15	Name & Address of the office(s)		Address		
	Selling Tender Document (Principal)		Comptroller Office, DUET, Gazipur		
	Receiving Tender Document		Director (Planning & Development) Office, DUET, Gazipur		
	Opening Tender Document				
16	Pre-Tender Meeting (Place/Date/Time)		Office of the Director (P&D) 25 /09/2025 at 11.00 AM		
INFORMATION FOR TENDERER					
17	Brief Eligibility and Qualification of Tenderer		All legally registered National Competitive Tenderers (NCT). Details in the STD		
18	Brief Description of Goods		Different types of conference materials, including conference kits (bag, pendrive), Crest, and Brochure Printing, etc.		
19	Brief Description of Related Services		Details in section 6		
20	Price of Tender Document (Tk.)		1000.00 (Tk. One Thousand Only)		
21	Lot No	Identification of Lot	Location	Tender Security Amount (Tk)	Completion Time
	1	Procurement of Miscellaneous Goods and Related Services for the International Conference of the Faculty of Science and the Faculty of Mechanical Engineering of DUET, Gazipur.	DUET Campus	25,000.00 (Twenty-Five Thousand)	07 Days from the issuance of the Purchase Order
22	Name of Official Inviting Tender		Prof. Dr. Md. Showkat Osman		
23	Designation of Official Inviting Tender		Director (Planning & Development)		
24	Address of the Official Inviting Tender		Office of the Director (P&D), DUET, Gazipur-1707		
25	Tender/Proposal Security in favor of		Tenderer has to furnish Tender security in the form of Bank Draft or Pay Order, or Unconditional Bank Guarantee issued by any scheduled bank in Bangladesh in favor of “Vice Chancellor, Dhaka University of Engineering & Technology, Gazipur” and its validity up to 31/12/2025		
26	Tender/Proposal Valid Up to		30/11/2025		
27	Contact details of the Official Inviting Tender		Address : Director (Planning & Development) Office, DUET, Gazipur-1707 Tel: 49274034-53; Extn:1051,1053,1055,1057,1059; facsimile : +88-02-49274003 E-mail : directorpnd211@duet.ac.bd ; Website : www.duet.ac.bd		
28	The Procuring Entity reserves the right to reject all the Tenders or annul the Tender proceedings				

Prof. Dr. Md. Showkat Osman
Director (P&D)