



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



Invitation Ref No. DUET/P&D/OTM /GR-76 (2023-24)/801; Date: 09 /05/2024

Invitation for Tender

1	Ministry/Division	Ministry of Education		
2	Agency	Dhaka University of Engineering & Technology (DUET), Gazipur		
3	Procuring Entity Name	Director (Planning & Development), DUET, Gazipur		
4	Procuring Entity Code	Not used at present		
5	Procuring Entity District	Gazipur		
6	Invitation for	Goods		
7	Invitation Ref No. & Date:	DUET/P&D/OTM /GR-76 (2023-24)/801 : Date: 09/05/2024		
KEY INFORMATION				
8	Procurement Method	Open Tendering Method (OTM)		
FUNDING INFORMATION				
9	Budget and Source of Funds	Revenue Budget (GoB)		
10	Development Partners (if applicable)	None		
PARTICULAR INFORMATION				
11	Project / Programme Code (if applicable)	N/A		
12	Project / Programme Name (if applicable)	N/A		
13	Tender Package No.	GR-76		
14	Tender Package Name	Procurement of Conference Materials for the 2nd International Conference of ME Faculty, DUET, Gazipur		
15	Tender Publication Date	12/05/2024		
16	Tender Last Selling Date	23/05/2024	Date	Time
17	Tender Closing Date and Time	26/05/2024	26/05/2024	11.00 AM
18	Tender Opening Date and Time	26/05/2024	26/05/2024	11.30 AM
NO CONDITIONS APPLY FOR SALE, PURCHASE OR DISTRIBUTION OF TENDER DOCUMENTS				
19	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			
20	Pre-Tender Meeting (Place/Date/Time)	Office of the Director (P&D) 19/05/2024 at 11.00AM		
INFORMATION FOR TENDERER				
20	Brief Eligibility and Qualification of Tenderer	All legally Registered National Competitive Tenderer (NCT). The following documents must be submitted: 1. Supply experience certificate from govt., semi govt or autonomous organization Details in the STD.		
21	Brief Description of Goods	Procurement of Conference Materials for the 2nd International Conference of ME Faculty, DUET, Gazipur		
22	Brief Description of Related Services	Details in section 6		
23	Price of Tender Document (Tk.)	1000.00 (Tk. One Thousand Only)		
24	Lot No	Identification of Lot	Location	Tender Security Amount (Tk)
		Procurement of Conference Materials for the 2nd International Conference of ME Faculty, DUET, Gazipur	DUET Campus	TK. 10,000.00 (Ten Thousand)
				Completion Time (days)
				07
25	Name of Official Inviting Tender	Prof. Dr. Md. Showkat Osman		
26	Designation of Official Inviting Tender	Director (Planning & Development)		
27	Address of Official Inviting Tender	Director (Planning & Development) Office, DUET, Gazipur-1707		
28	Tender/Proposal Security in favor of	Tenderer has to be furnish Tender security in the form of Bank Draft or Pay Order or Unconditional Bank Guarantee issued by any schedule bank in Bangladesh in favor of "Vice Chancellor, Dhaka University of Engineering & Technology, Gazipur" and its validity up to 30/06/2024		
29	Tender/Proposal Valid Up to	30/06/2024		
30	Contact details of 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@gmail.com; Website : www.duet.ac.bd		
31	The Procuring Entity reserves the right to reject all the Tenders or annul the Tender proceedings			

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