

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Bangladesh Stationery Office
Department of Printing & Publications
Ministry of Public Administration
 Tejgaon I/A, Dhaka-1208, Bangladesh
 Website: www.bso.dpp.gov.bd

Tender Notice For Goods	
1. Ministry / Division	Ministry of Public Administration
2. Agency/Department	Department of Printing & Publications
3. Purchaser Name :	Deputy Director, Bangladesh Stationery Office, Tejgaon, Dhaka-1208, Bangladesh
4. Purchaser Code :	Not used at present
5. Purchaser District :	Dhaka ⓪
6. Invitation For :	Tender ⓪ Goods ⓪ ⓪
7. Invitation Ref. No. :	05.85.0000.009.04.003.24/04,
8. Date :	Date: 23.12.2024
KEY INFORMATION	
9. Procurement Method:	ICT ⓪ OTM ⓪
FUNDING INFORMATION	
10. Budget and Source of Fund	Revenue Budget (GOB) ⓪ Government ⓪
11. Development partner (if applicable)	N/A
PARTICULAR INFORMATION	
12. Project/programme Code (if applicable)	N/A
13. Project/programme Name (if applicable)	N/A
14. Tender package No. :	BSO-04/2024-2025
15. Tender package Name :	Security Plain Paper(Cartridge Paper), Light Yellow Colour, Size: 216 mm ×343mm (8.50"×13.50")-95±5% GSM with registered watermark & secret code. 500 (Five Hundred) Sheets in a Ream/ packet & weight should be 3.50 Kgs per ream/ packet ±5%.
16. Tender Publication Date :	24.12.2024
17. Tender Last Selling date :	09.02.2025 (Office working time)
18. Tender Closing date and Time	10.02.2025 Time: 12:00 am.
19. Tender opening date and Time:	10.02.2025 Time: 2:30 pm.(The Conference Room "PADMA" Bangladesh Stationery Office, Tejgaon, Dhaka-1208, Bangladesh)
20. Name & Address of Office(s) :	Address(s)
-Selling Tender Document(Principal)	Bangladesh Stationery Office, Tejgaon, Dhaka-1208, Bangladesh
- Selling Tender Document(Others)	1) Office of the Director General, Department of Printing and Publications, Tejgaon, Dhaka-1208, Bangladesh. 2) Office of the Deputy Director, BG Press,Tejgaon, Dhaka-1208, Bangladesh 3) Office of the Deputy Director, Government Printing Press, Tejgaon, Dhaka-1208, Bangladesh 4) Office of the Deputy Director,Bangladesh Security Printing Press,Tejgaon, Dhaka-1208, Bangladesh 5) Office of the Deputy Director,Bangladesh Forms And Publications Office,Tejgaon,Dhaka-1208, Bangladesh. 6) Tender schedule is available in www.bso.dpp.gov.bd.
-Receiving Tender Document	1) Office of the Director General, Department of Printing and Publications,Tejgaon, Dhaka-1208, Bangladesh. 2) Office of the Divisional Commissioner, Dhaka, Segunbagicha, Dhaka-1000, Bangladesh 3) The Deputy Secretary, Printing Branch, Ministry of Public Administration(MoPA), Bangladesh Secretariat, , Bhaban No-2,Room No-103 (1 st floor), Dhaka-1000, Bangladesh 4) Office of the Deputy Director, BG Press,Tejgaon,Dhaka-1208, Bangladesh 5) Office of the Deputy Director, Government Printing Press Tejgaon, Dhaka-1208, Bangladesh 6) Offic of the Deputy Director, Bangladesh Security Printing Press,Tejgaon, Dhaka-1208, Bangladesh 7) Office of the Deputy Director, Bangladesh forms and publications Office,Tejgaon, Dhaka-1208. Bangladesh 8) Office of the Deputy Director, Bangladesh Stationery Office, Tejgaon, Dhaka-1208, Bangladesh
Opening Tender Document	The Conference Room "PADMA" Bangladesh Stationery Office, Tejgaon, Dhaka-1208, Bangladesh.
21. Place/Date/Time of Pre-Tender Meeting (Optional) :	Bangladesh Stationery Office, Tejgaon, Dhaka-1208, Bangladesh 05.01.2025 At 11:00 am. in the Conference Room "PADMA" Bangladesh Stationery Office, Tejgaon, Dhaka-1208, Bangladesh.
22. Eligibility of Tenderer :	All Qualified Tenderer who fulfill the terms and Conditions of the Schedule, Other than dibarment/black listed and any contraventioned of the code of ethics of the tenderer.

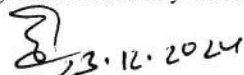
INFORMATION FOR TENDERER					
	i) Brief Description of Goods	i) Security Plain Paper(Cartridge Paper), Light Yellow Colour, Size: 216 mm ×343mm (8.50"×13.50")-95±5% GSM with registered watermark & secret code. 500 (Five Hundred) Sheets in a Ream/ packet & weight should be 3.50 Kgs per ream/ packet ±5%. Quantity: 500 (Five Hundred) Metric Ton.			
	ii) Packet Specification	ii) Wrapping: Reams must be wrapped with the best quality, 85±5% GSM offset paper outside with polythine laminated colour deep blue and Yellow (According to the guide sample) The outer packing may be clearly marked on at least Four slides as follows: a) Name of Goods; b) Size, c) Substance; d) Quantity of Sheets in a ream/packet, e) Name of manufacturer and f) Name of the destination.			
	iii) Packing & Marking	iii) To be securely packed with the sea worthy packing and clearly marked for the safe transit by sea, rail & road marking should be as under : Gross weight : Net weight : Measurement : No. of package : Name of goods : Size : Substance : Sheet per ream/Packet : Country of Origin : L/C No: Name of manufacturer :			
24.	Brief Description of Related Services	--			
25.	Price of Tender Document/Schedule (Non-Refundable) . Tender Schedule Can be Purchased on Cash Payment from respective offices or by down- loading from Website.	BDT= 4,000 /-(Four Thousand) or USD=37.00 (Thirty Seven) Only. In Case of Collecting Schedule from Website:www.bso.dpp.gov.bd the price of the schedule as pay order/Bank draft from any schedule bank of Bangladesh bank must be submitted with the tender document in favour of Deputy Director, Bangladesh Stationery Office, Tejgaon, Dhaka-1208, Bangladesh, otherwise tender will be treated as cancelled.			
	Lot No	Identification of Lot	Location	Tender Security Amount in BDT or USD	Completion Time in weeks / months
26.	Single Lot	Security Plain Paper(Cartridge Paper), Light Yellow Colour, Size: 216 mm × 343 mm (8.50"×13.50")-95±5% GSM with registered water- mark & secret code. 500 (Five Hundred) Sheets in a Ream/ packet & weight should be 3.50 Kgs per ream/packet ±5%. Quantity: 500 (Five Hundred) Metric Ton.	Dhaka	BDT=52,06,500/-(Fifty Two Lakh Six Thousand Five hundred) or equivalent USD=47,332.00 (USD Forty Seven Thousand Three hundred Thirty Two) only (As per Schedule).	As per Schedule
Purchaser DETAILS					
27.	Name of Official Inviting Tender:	Brenjon Chambugong			
28.	Designation of Official Inviting Tender:	Deputy Director			
29.	Address of Official Inviting Tender :	Bangladesh Stationery Office, Tejgaon, Dhaka-1208, Bangladesh			
30.	Contact Details of Official Inviting Tender :	Phone:+88-02-2266603937(At office working day) & e-mail: dd.bso@dpp.gov.bd			
31.	The Purchaser reserves the right to reject all tenders or annul the Tender proceedings.				

N. B. Full specification and other terms and conditions shall be considered as per Schedule.

Special terms and Conditions :

- In case of unavoidable circumstances, if the total transports and communications system is disrupted on the date of receiving & opening the tender, the same will be received and opened on the next following office working day.
- The Tenderers should be quoted their unit price (Per Matric Ton) and total price in the schedule both in words and Figures in USD or EURO or GBP.
- The Tenderers should be submitted their offers in the letter head pad duly filled & signed in every page of schedule in sealed envelope with name, address and position address to the Deputy Director, Bangladesh Stationery office, Tejgaon, Dhaka-1208, Bangladesh.

Website: 1. www.cptu.gov.bd
2. www.bso.dpp.gov.bd


 23.12.2024
 Brenjon Chambugong
 Deputy Director
 Bangladesh Stationery Office
 Tejgaon, Dhaka-1208
 Phone:+88-02-2266603937
 E-mail: dd.bso@dpp.gov.bd