

**Government of the People's of Bangladesh**

Bangladesh Stationery Office

Tejgaon I/A, Dhaka-1208

Minutes of Pre-Tender meeting of the tender No.:05.04.0000.009.04.003.17-112

Date : 29.08.2017. of Bangladesh Stationery Office.

Chairperson : MD. SARWAR HOSSAIN, Deputy Director (Deputy Secretary).

Bangladesh Stationery Office.

Date : 27.09.2017 At-11:00.

Place : Conference Room (Padma).

Name & Signature of the participant : Annexure-1

The Chairperson, Deputy Director (Deputy Secretary) of Bangladesh Stationery Office welcomed the participants to the Pre-Tender meeting. The participants at first introduced themselves to the Chairperson. Then he requested the participants raised their questions or queries about the tender document. The participants of different firms raised the questions for clarification and the concern staff and the Chairperson has given clarifications/explanation for better understanding :

Sl: No.	Question's/Quarry	Clarification's	Comment
1.	Water mark is not clearly mentioned	In specification it is clearly mentioned.	
2.	Rag percentage increase 50% to 65%.	Rag percentage should be as per specification.	
3.	Thickness range changing from 90-95 gsm to 95-100 gsm.	Thickness should be with in specification.	
4.	Changing of ream packet from 480 to 500 sheets per packet.	Ream packet should be as specified in tender document.Previously it was supplied 480 sheets per ream packet.	
5.	Purity certificate.	It should be considered as per specification or criteria mentioned in schedule document, But if some one provide it, it as appreciable.	
6.	Performance guarantee.	Performance guarantee submission should be same as specified in tender document.But if someone appeal with valid reason, it may be considered, after justification of application.	

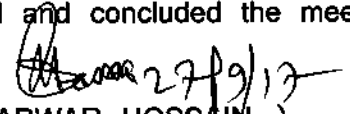


2. In meeting, some supplier mentioned that due to legal action or case filing against the Procurement authority, total procurement is deferred and general people as well as Bangladesh Stationery Office (BSO) suffers a lot. After discussion it was decided that if it is situationally proved that due to case filing, if any supplier try to hinder the procurement process and for this people or user suffer, those type of supplier's should be listed and seek opinion to higher authority to overcome the litigation related hindrance of procurement and take effective remedial measure to overcome it. Under signed mentioned that last fiscal year allocation was 52,95,00,000/- taka but 11,66,16,000/- taka was surrendered to government treasury mainly due to filing case by some suppliers.

3. Undersigned mentioned in the meeting that due to legal litigation previously some essential items could not be purchased and for this reason, year wise allocation is decreasing.

4. Finally, undersigned express thank's to all the supplier/representative respond and taking part in meeting and hope to enhance and increase the procurement process in Bangladesh Stationery Office (BSO) in near future.

5. As no more query is raised, the Chairperson thanked all and concluded the meeting.

  
( MD. SARWAR HOSSAIN )  
Deputy Director (Deputy Secretary)  
Bangladesh Stationery Office  
Tejgaon I/A, Dhaka-1208  
Phone : 02-8891718. *o/c*

Memo No.: 05.04.0000.009.04.003.17-212/A/3

Date : 27.09.17

Copy for kind information/necessary action's :

1. Director General, Department of Printing & Publication, Tejgaon I/A, Dhaka-1208.
2. Director, Department of Printing & Publication, Tejgaon I/A, Dhaka-1208.
3. Proprieter / Local Agent of *M/S. Modern, Nur-A, Monalpool, Hologram & Globacom Systems & Solutions.*



  
Deputy Director (Deputy Secretary)  
Bangladesh Stationery Office.  
*o/c*