

Government of the People's Republic of Bangladesh
Divisional Passport & Visa Office
 E-7 Agargaon, Dhaka-1207
 www.dip.gov.bd

Invitation for Enlistment

SL No.	Description	Detail
1.	Ministry/Division	Ministry of Home Affairs (MOHA), Government of the People's Republic of Bangladesh
2.	Agency	Department of Immigration & Passports (DIP)
3.	Procuring Entity Name	Divisional Passport & Visa Office, Agargaon, Dhaka.
4.	Procuring Entity Code	N/A
5.	Procuring Entity District	Dhaka, Bangladesh
6.	Invitation for	Enlistment of Firm for the supply of stationary items & goods and related service.
7.	Invitation Ref No.	DPVO/Dha/Admin-1/331/2016/1547
8.	Date	05/12/2016
KEY INFORMATION		
9.	Procurement Method	Limited Tendering Method
FUNDING INFORMATION		
10.	Budget and Source of Funds	Government of bangladesh (GOB)
11.	Development Partners	None
PARTICULAR INFORMATION		
12.	Office Code	N/A
13.	Office Name	Divisional Passport & Visa Office, Agargaon, Dhaka.
14.	Application Closing Date and Time	26 th December, 2016 at 01:00 pm (BST)
15.	Name & Address	
	Application Form Availability	MD HELAL UDDIN, Deputy Assistant Director, Divisional Passport & Visa Office, Agargaon, Dhaka. Room No-608. Telephone No- 02-58156425
	Receiving Application Form	MD ISMAIL HOSSAIN, Assistant Director, Room No-608, Divisional Passport & Visa Office, Agargaon, Dhaka. Telephone No- 02-58156425
INFORMATION FOR APPLICATION		
16.	Eligibility of Application	a) Vat Registration and TIN Certificate of the Suppliers. b) Up-to-date Trade License of Local Agent from City Corporation. c) Proprietorship/Partnership/Limited Company ie. Concerned Commercial Documents (Photocopy) of the Tenders. d) Money Receipt of purchase of Tender Documents. e) Proof of Solvency. f) Must confirm that has legal Capacity to enter into a contract under the authority with valid Power of Attorney. g) At least 3 years experience certificate for the Supply of similar goods and related service.

17.	Brief Description of Goods or Works	a) Supply of Stationary items, b) Supply of office furniture. c) Supply of goods and miscellaneous items.
SL No.	Description	Detail
18.	Brief Description of Related or Physical Services	N/A
19.	Price of Application Form	1000.00 BDT
PROCURING ENTITY DETAILS		
20.	Name of Official Inviting Application	Director
21.	Designation of Official Inviting Application	Director
22.	Address of Official Inviting Application	Director, Divisional Passport & Visa Office, Agargaon, Dhaka.
23.	Contact details of Official inviting Application	Telephone No- 02-58156425 Mobile No-
The procuring entity reserves the right to reject any or all the Tenders without assigning any reason.		


 Assistant Director
 Divisional Passport & Visa Office