

Government of the People's Republic of Bangladesh
Office of the National Project Director
Activating Village Courts in Bangladesh Project Phase III
IDB Bhaban (Level 12), E/8 Begum Rokeya Sharani, Sher-e-Bangla Nagar, Dhaka-1207.

Invitation for Tender (Printing)

1	Ministry/Division	Ministry of LGRD&C				
2	Agency	Local Government Division				
3	Procuring Entity Name	Head of Local Government Division				
4	Procuring Entity Code	5-3701				
5	Procuring Entity District	Dhaka				
6	Invitation for	Printing and distribution of Village Court Forms and Registers				
7	Invitation Ref No & Date	LGD/AVCB-III/Ops/VC Form/67/2025/109 dated 19 March 2025				
8	Procurement Method	Open Tendering Method (OTM)				
9	Budget and Source of Funds	GoB				
10	Development partner	EU and UNDP				
11	Project name and code	Activating Village Courts in Bangladesh Project Phase III (Code:5-3701-5007)				
13	Tender Package Number & Name	GD9/04 and GD9/06; Printing and distribution of Village Court Forms and Registers				
15	Tender Publication Date	20 March 2025				
16	Tender Last Selling Date	9 April 2025	Time: 01:00 p.m.			
17	Tender Closing Date and Time	10 April 2025	Time: 03:00 p.m.			
18	Tender Opening Date and Time	10 April 2025	Time: 03:30 p.m.			
19	Name & Address of the office(s)	Addresses:				
	- Selling Tender Document	Activating Village Courts in Bangladesh Project Phase III, IDB Bhaban (Level 12), E/8 Begum Rokeya Sharani, Sher-e-Bangla Nagar, Dhaka. N.B. Tender document can be found in project website www.bd.undp.org/villagecourts , https://www.villagecourts.org/procurement/ but original Tender document/schedule to be purchased from project office and its Money Receipt to be attached along with bid submission.				
	- Receiving and Opening Tender Document	Activating Village Courts in Bangladesh Project Phase III, IDB Bhaban (Level 12), E/8 Begum Rokeya Sharani, Sher-e-Bangla Nagar, Dhaka.				
20	Place/Date/Time of Pre-Tender Meeting	Pre-Tender meeting will be held on 25 March 2025 at 11:00 a.m. in the meeting room of Activating Village Courts in Bangladesh Project Phase III, IDB Bhaban (Level 12), E/8 Begum Rokeya Sharani, Sher-e-Bangla Nagar, Dhaka. • Interested Bidders are requested to bring original national ID card/passport for entrance in IDB Bhaban/project office premises.				
21	Brief Eligibility and Qualification of Tenderer	(i) The Tenderer shall have a minimum of 05 years' overall experience having working certificate for the supply of printing and publication materials; (ii) The Tenderer shall have successfully completed minimum 01 (one) number of supply contract for similar nature of goods with a volume of minimum BDT 70 lac and related services within last three (03) years (Relevant documents with value, nature, and complexity of these contracts must be attached); (iii) Statement of satisfactory performance from the Top/largest 2 Clients in terms (Copies of relevant papers must be attached); (iv) Tenderers must have own production capacity i.e. must have own printing press (Relevant documents must be attached); (v) Trade License and Tax Certificate (Updated); (vi) VAT Registration and Bank Solvency certificate with a credit assurance of required amount of liquid money to accomplish the task. N.B.: (All relevant documents in terms of Contract/Purchase Order, Bank Certificate, Certificate of satisfactory performance, Tax Certificate, Trade License (Updated), VAT Registration etc. must be attached with bid proposal to substantiate the above eligibility).				
22	Brief Description of Goods	Printing, Packaging and Distribution of 22 types of Village Court Forms and Formats in a book and register form. Quantity: all together 103,519 sets (Approx.)				
23	Brief Description of related services	Packaging of 103,519 sets (Approx.) Village Court Forms in hard paper carton as per tender document.				
24	Price of Tender Document, Tender Security and Identification of Packages/Lots:					
	Pkg. No.	Identification	Documents available at location	Tender Security in BDT (by Pay Order/Bank Draft)	Completion Time	Price of Tender Document (in cash)
	GD9/04 & GD9/06	Printing and distribution of Village Court Forms and Registers	Activating Village Courts in Bangladesh Project Phase III, IDB Bhaban (Level 12), E/8 Begum Rokeya Sharani, Sher-e-Bangla Nagar, Dhaka.	Tk.275,000/= (Taka two lac seventy-five thousand only).	As per delivery schedule mentioned in the tender documents.	Tk. 500/- (Five hundred only) for each schedule (Non-refundable).
25	Name of Official Inviting Tender		A. K. M. Tariquul Alam			
26	Designation of Official Inviting Tender		National Project Director, AVCB Phase-III and Additional Secretary, LGD, MoLGRD&C			
27	Address of Official Inviting Tender		Activating Village Courts in Bangladesh Project Phase III, IDB Bhaban (Level 12), E/8 Begum Rokeya Sharani, Sher-e-Bangla Nagar, Dhaka-1207.			
28	Contact details of Official Inviting Tender		Tel: +88 02 9183466-67, 69-70. Ext: 1238	Fax: (880-2) 9183469	Email: info.avcb@undp.org	
29	The procuring entity reserves the right to accept or reject all Tenders or annul the Tender proceedings without giving any explanation.					
30	Special Instructions: For any unavoidable circumstances if tender last selling date, Pre-tender meeting date, dropping & opening date happens officially off day/holiday, the next normal working day of that date will be considered as business day respectively.					

(A. K. M. Tariquul Alam)
National Project Director