

**BANGLADESH ELECTION COMMISSION**Electoral Training Institute  
ETI Bhaban, Agargaon, Dhaka-1207.**Invitation for Tenders**

1	Ministry/Division	Bangladesh Election Commission
2	Agency	Electoral Training Institute
3	Procuring Entity Name	Director General, Electoral Training Institute
4	Procuring Entity District	Dhaka
5	Invitation for	Purchase of Office Stationary Items, Garden Related Items, Blanket Cover and High pressure washer and Foldable Cloth Drying stand
6	Invitation Ref. No. & Date	17.01.0000.110.07.022.25-36, Dated: 23 January, 2025

**KEY INFORMATION**

7	Procurement Method	Open Tendering Method (OTM)
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**FUNDING INFORMATION**

8	Budget and Source of Funds	GoB (Revenue)
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**PARTICULAR INFORMATION**

9	Tender Package No.	ETIGD-06/2025 lot-01, lot-02, lot-03, lot-4	
10	Tender Package Name	Purchase of Office Stationary Items, Garden Related Items, Blanket Cover and High pressure washer and Foldable Cloth Drying stand	
		Date	Time
11	Tender Publication Date	26 January, 2025	
12	Pre-tender Meeting	05 February, 2025	11:00 A.M.
13	Tender Last Selling Date and Time	08 February, 2025	5:00 P.M.
14	Tender Closing Date and Time	09 February, 2025	11:00 A.M.
15	Tender Opening Date and Time	09 February, 2025	11:30 A.M.
	Name & Address of the office(s)	Address	
16	Selling Tender Document (Principal)	Assistant Director (Logistics) Room No-408 (Floor-4th), ETI Bhaban, Agargaon, Dhaka-1207.	

NO CONDITIONS APPLY FOR SALE, PURCHASE OR DISTRIBUTION OF TENDER DOCUMENTS

17	Receiving Tender Document	Room No- 404, Electoral Training Institute, Agargaon, Dhaka-1207
	Opening Tender Document	Conference Room, (Room No- 301), Electoral Training Institute, Agargaon, Dhaka-1207

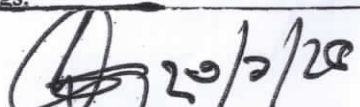
**INFORMATION FOR TENDERER**

18	Eligibility of Tenderer	1. Tender shall have the legal capacity to enter into the contract under the applicable law. 2. Tenderers shall have to fulfil its obligation/obligations to pay taxes under the provisions of laws and regulations of Bangladesh. 3. Detail information has been provided in the tender document.
19	Brief Description of Goods	As specified in the Tender Document
20	Price of Tender Document	BDT 1000.00 (One Thousand) only, Non-refundable.

	Package no	Lot No	Identification of Lot	Tender Security	Completion Time in Weeks
21	ETIGD-06/2025	Lot-01	Purchase of Office Stationary Items	Tk 30,000/- (Thirty Thousand)	04 weeks from the date of contract agreement
22		Lot-02	Purchase of Garden Related Items	Tk 2,000/- (Two Thousand)	
23		Lot-03	Purchase of Blanket Cover	Tk 3,000/- (Three Thousand)	
24		Lot-04	Purchase of High pressure washer and Foldable Cloth Drying stand	Tk 3,000/- (Three Thousand)	

**PROCURING ENTITY DETAILS**

25	Name of Official Inviting Tender	SM Asaduzzaman
26	Designation of Official Inviting Tender	Director General, Electoral Training Institute
27	Address of Official Inviting Tender	ETI Bhaban, Agargaon, plot E-14/Z-A, Agargaon, Dhaka-1207.
28	Contact details of Official Inviting Tender	Telephone: 02-55006503
29	The Procuring Entity reserves the right to reject all the Tenders or annul the Tender proceedings.	

  
SM Asaduzzaman  
Director General  
Electoral Training Institute, Dhaka