



# ISLAMIC ARABIC UNIVERSITY, DHAKA

House no: 124/90/3, Block-B, Road No: 02, West Dhanmondi, Bochila, Mohammadpur, Dhaka-1231  
www.iau.edu.bd



## Invitation for Tender

|                                 |  |   |  |  |
|---------------------------------|--|---|--|--|
| 01                              | Ministry   | Ministry of Education   |  |  |
| 02                              | Agency   | Islamic Arabic University, Dhaka  |  |  |
| 03                              | Procuring Entity Name  | Deputy-Registrar, Islamic Arabic University, Dhaka  |  |  |
| 04                              | Procuring Entity Code  | Not Applicable  |  |  |
| 05                              | Procuring Entity District  | Dhaka   |  |  |
| 06                              | Invitation for   | Procurement of Stationary Items.  |  |  |
| 07                              | Invitation Ref. No. & Date   | IAU/Reg/Purchase/Stationary/2022-2023/ 400, Date :30/03/2023  |  |  |
| <b>Key Information</b>          |  |   |  |  |
| 08                              | Procurement Method   | Open Tendering Method   |  |  |
| <b>Funding Information</b>      |  |   |  |  |
| 09                              | Budget and Source of Funds   | Own Source of Islamic Arabic University, Dhaka  |  |  |
| <b>Particular Information</b>   |  |   |  |  |
| 10                              | Tender Publication Date  | 04-04-2023  |  |  |
| 11                              | Tender Last Selling Date   | 02-05-2023  |  |  |
| 12                              | Tender Closing Date & Time   | 03-05-2023 Islamic Arabic University, Dhaka: 12:00 pm   |  |  |
| 13                              | Tender Opening Date & Time   | 03-05-2023 Islamic Arabic University, Dhaka: 12:30 pm   |  |  |
| 14                              | Selling Tender Documents   | Director Office (Finance & Accounts), Islamic Arabic University, Dhaka & Registrar Office, Islamic Arabic University, Dhaka.  |  |  |
| 15                              | Receiving Tender Documents   | Office of the Registrar, Islamic Arabic University, Dhaka   |  |  |
| 16                              | Place of Opening Tender Documents  | Conference Room, Bhaban 03, Islamic Arabic University, Bochila, Dhaka.  |  |  |
| <b>Information for Tenderer</b> |  |   |  |  |
| 17                              | Eligibility of Tenderer  | 1. The Tenderer will have a minimum of 03 (Three) years of overall experience in the supply of goods and related services.<br>2. The Tenderer will have a minimum of 01 (One) Year of specific experience in the supply of related goods. |  |  |
| 18                              | Brief Description of Work  | Procurement of Stationary Items.  |  |  |
| 19                              | Brief Description of Related Services  | Not Applicable  |  |  |
| 20                              | Price of Tender Documents (Non Refundable)                                     | Tk. 500/=(Five hundred Tk only) non-refundable, only payable in the form of DD/Pay order amount In favor of Registrar, Islamic Arabic University, Dhaka from any Branch of Agrani Bank Limited .  |  |  |
| 21                              | Identification   | Location  | Tender Security Amount (Tk.)   | Duration of Contract time              |
| 22                              | Procurement of Stationary Items  | Islamic Arabic University, Dhaka  | 34,000/- (Thirty four thousand) Only In favor of Registrar, Islamic Arabic University, Dhaka | 120 (One hundred and twenty days) days |
| 23                              | Name of Official Inviting Tender   | Dr. Md. Abu Hanifa  |  |  |
| 24                              | Designation of Official Inviting Tender  | Deputy-Registrar  |  |  |
| 25                              | Address of Official Inviting Tender  | House no: 124/90/3, Block-B, Road No: 02, West Dhanmondi, Bosila, Mohammadpur, Dhaka-1231   |  |  |
| 26                              | Contact Details of Official Inviting Tender                                    | Mobile: 01705408004, 01705408005, 01676505008 E-mail: purchase@iau.edu.bd   |  |  |
| 27                              | The procuring entity reserves the right to accept or reject any or all tenders |   |  |  |

By order of the Vice-Chancellor (In-charge)

(Dr. Md. Abu Hanifa)  
Deputy-Registrar  
Islamic Arabic University