

**ISLAMIC ARABIC UNIVERSITY, DHAKA**House no: 124/90/3, Block-B, Road No: 02, West Dhanmondi, Bosila, Mohammadpur, Dhaka-1231
www.iau.edu.bd**Invitation for Tender**

01	Agency	Islamic Arabic University, Dhaka			
02	Procuring Entity Name	Registrar, Islamic Arabic University, Dhaka			
03	Procuring Entity Code	Not Applicable			
04	Procuring Entity District	Dhaka			
05	Invitation for	Supply of Academic Transcript & Certificate Paper, Aluminium Foil Envelope, Corrugated Box, Corrugated Board, Envelope, Office File, File Board, Note Pad, Scanner Machine's Wheel & other instruments.			
06	Invitation Ref. No. & Date	IAU/Reg/Purchase/2020/49		Date : 24/08/2020	
Key Information					
07	Procurement Method	Open Tendering Method			
Funding Information					
08	Budget and Source of Funds	Own Source of Islamic Arabic University, Dhaka			
Particular Information					
09	Tender Publication Date	03-09-2020			
10	Tender Last Selling Date	20-09-2020			
11	Tender Closing Date & Time	21-09-2020 Islamic Arabic University, Dhaka: 12:00 pm			
12	Tender Opening Date & Time	21-09-2020 Islamic Arabic University, Dhaka: 12:30 pm			
13	Selling Tender Documents	Director (Finance & Accounts), Islamic Arabic University, Dhaka			
14	Receiving Tender Documents	Office of the Registrar, Islamic Arabic University, Dhaka			
15	Place of Opening Tender Documents	Office of the Registrar, Islamic Arabic University, Dhaka			
Information for Tenderer					
16	Eligibility of Tenderer	1. The Tenderer shall have a minimum of 03 (Three) years of overall experience in the supply of goods and related services. 2. The Tenderer shall have a minimum of 01 (One) Year of specific experience in the supply of related goods.			
17	Brief Description of Work	Supply of Academic Transcript & Certificate Paper, Aluminium Foil Envelope, Corrugated Box, Corrugated Board, Envelope, Office File, File Board, Note pad, Scanner Machine's Wheel & other instruments.			
18	Brief Description of Related Services	Not Applicable			
19	Price of Tender Documents (Non Refundable)	Tk. 1000/= (For Lot-Kha), Tk. 1000/= (For Lot-Ga) and Tk. 1000/= (For Lot-Gha) Non-refundable, only payable in the form of DD/Pay order amount of In favor of Registrar, Islamic Arabic University, Dhaka from any Branch of Agrani Bank Limited.			
20	Lot No	Identification of Lot	Location	Tender Security Amount (Tk.)	Duration of Contract time
21	Kha	Supply of Academic Transcript & Certificate Paper.	Islamic Arabic University, Dhaka	55,000/- (Fifty Five thousand) Only In favor of Registrar, Islamic Arabic University, Dhaka.	110 (One Hundred & Ten) days
	Ga	Supply of Scanner Machine's Wheel & other instruments.		45,000/- (Forty Five thousand) Only In favor of Registrar, Islamic Arabic University, Dhaka.	
	Gha	Supply Of Aluminium Foil Envelope, Corrugated Box, Corrugated Board, Envelope, Office File, File Board, Note pad.		65,000/- (Sixty Five thousand) Only In favor of Registrar, Islamic Arabic University, Dhaka.	
22	Name of Official Inviting Tender	A. S. Mahmud			
23	Designation of Official Inviting Tender	Registrar			
24	Address of Official Inviting Tender	House no: 124/90/3, Block-B, Road No: 02, West Dhanmondi, Bosila, Mohammadpur, Dhaka-1231			
25	Contract Details of Official Inviting Tender	Mobile: 01705408001, E-mail: iauregistr@gmail.com			
26	The procuring entity reserves the right to accept or reject any or all tenders				

By order of the Vice-Chancellor

(A. S. Mahmud)
Registrar

Islamic Arabic University