

Civil Aviation Authority of Bangladesh  
Administration Division  
Head Quarters, Kurmitola, Dhaka-1229



**Invitation for Tender**

File No: 30.31.0000.211.32.523.20.288

Date: 22/02/2021

1	Ministry/Division	Ministry of Civil Aviation and Tourism	
2	Agency	Civil Aviation Authority of Bangladesh	
3	Procuring Entity Name	Director (Admin).	
4	Procuring Entity Code	Not used at present	
5	Procuring Entity District	Dhaka.	
6	Invitation for	সদর দপ্তরের চেয়ারম্যান সচিবালয়ে ব্যবহারের জন্য লেটার হেড, লেটার হেড ফোল্ডার ও এনভেলপ সরবরাহকরণ।	
7	Invitation Ref No & Date	30.31.0000.211.32.523.20.282, 17/02/2021	
8	Procurement Method	<b>Limited Tendering Method (LTM)</b>	
9	Budget and Source of Funds	CAAB's own Fund	
10	Tender No.	Admin-08/2020-2021	
11	Tender Package No.	Not Applicable	
12	Tender Package Name	Not Applicable	
13	Tender Publication Date	22/02/2021	
14	Tender Last Selling Date	08/03/2021 Time : 12.00 P.M	
15	Price of Tender Document (Tk)	Tk. 500.00 (Five Hundreds) Only. (Not Refundable) (15% VAT)	
16	Tender Closing Date and Time	09/03/2021	12.00 Noon
17	Tender Opening Date and Time	09/03/2021	12.15 P.M.
18	Name of Official Inviting Tender	Director (Admin), CAAB, H.Q, Kurmitola, Dhaka. Phone : 8901412	
19	Selling Tender Document	Cash Section of Director (Finance), CAAB HQ, Dhaka	
20	Receiving Tender Document	Director (Admin), CAAB, H.Q, Kurmitola, Dhaka.	
21	Opening Tender Document	Director (Admin), CAAB, H.Q, Kurmitola, Dhaka.	
22	Eligibility of Tenderer	i) The minimum of years of general experience of the Tenderer in the supply of Goods as Supplier shall be at least 03(Three) years. ii) The minimum specific experience as Supplier in supply of Goods of at least 01(One) Contract successfully completed within the last 03(Three) years with a value of at least Tk. 66,000/- (Sixty Six Thousands) only.	
23	Tender Security Amount	TK. 3,500/- (Three Thousand Five Hundreds) from any schedule bank of Bangladesh as pay order/Bank draft (refundable) In favor of Chairman, CAAB.	
24	Completion Time of work	120 Days from issuing date of work order	
25	The procuring entity reserves the right to accept or reject all tenders.		

057XX1

Director (Admin)  
CAAB, H.Q, Kurmitola, Dhaka.