

Civil Aviation Authority of Bangladesh  
Head Quarter, Kurmitola, Dhaka-1229



**Invitation for Tender**

File No: 30.31.0000.211.32.533.23-524

Date: 22/05/2023

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| 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 District  | Dhaka.   |
| 5  | Invitation for   | OMR Form Designing, Suppling, Post Scanning, Solving and Result Processing for MCQ Exam of CAAB.   |
| 6  | Invitation Ref No & Date   | 30.31.0000.211.32.533.23-647, Date: 18/05/2023   |
| 7  | Procurement Method   | <b>Open Tendering Method (OTM) (One Stage One Envelope).</b>   |
| 8  | Budget and Source of Funds   | CAAB's own Fund  |
| 9  | Tender No.   | Admin-16/2022-2023   |
| 10 | Tender Publication Date  | 22/05/2023   |
| 11 | Tender Last Selling Date   | 07/06/2023 Time : 12.00 PM.  |
| 12 | Price of Tender Document (Tk)  | Tk. 1000.00 (One Thousand) Only. (Not Refundable) (With 15% VAT).  |
| 13 | Tender Closing Date and Time   | 08/06/2023 12.00 P.M.  |
| 14 | Tender Opening Date and Time   | 08/06/2023 12.15 P.M.  |
| 15 | Name of Official Inviting Tender   | Director (Admin), CAAB, H.Q, Kurmitola, Dhaka, Phone : 8901412   |
| 16 | Selling Tender Document  | Cash Section of Director (Finance), CAAB HQ, Kurmitola, Dhaka.   |
| 17 | Receiving Tender Document  | Director (Admin), CAAB, H.Q, Kurmitola, Dhaka-1229.  |
| 18 | Opening Tender Document  | Director (Admin), CAAB, H.Q, Kurmitola, Dhaka-1229.  |
| 19 | Eligibility of Tenderer  | <p>i) The minimum of years of general experience of the Tenderer in the supply of Goods and related services as Supplier shall be 10(Ten) years.</p> <p>ii) The minimum specific experience as Supplier in supply of similar Goods of at least 01(One) contract successfully completed within the last 05 (Five) years, each with a value of at least Tk. 20 Lac. (OMR Sheet Processing at least 2 Lac).</p> <p>iii) The minimum amount of liquid assets or working capital or credit lines of the Tenderer shall be Tk. 23 Lac Conditional letter issued by a schedule Bank.</p> <p>iv) The bidder must have 05(Five) Optical Mark Reader (OMR) Machine and the minimum speed of each machine 7000 (Seven Thousand) OMR Sheet reading per hour.</p> <p>v) The bidder must have minimum 10(Ten) manpower and each of the must have 05 (Five) years' experience under the speculation of the bidder. (Relevant document must be submitted).</p> <p>vi) The bidder must have membership of Bangladesh Association of Software and Information Services (BASIS). (Relevant document must be submitted).</p> |
| 20 | Tender Security Amount   | TK.75,000/-(Seventy Five Thousand) from any schedule bank of Bangladesh as pay order/Bank draft (refundable) In favour of Director (Admin) of CAAB.  |
| 21 | Completion Time of work  | 120 Days from issuing date of work order   |
| 22 | The procuring entity reserves the right to accept or reject all tenders. |  |

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