

বাংলাদেশ জাতীয় জাদুঘর

শাহবাগ, ঢাকা-১০০০

বাজাজো.টেন্ডার নং- ১০/২০১৪-২০১৫

তারিখ: ১৫/০২/২০১৫ খ্রিস্টাব্দ

জরুরি পুনঃ দরপত্র বিজ্ঞপ্তি

১.	মন্ত্রণালয়/বিভাগ	সংস্কৃতি বিষয়ক মন্ত্রণালয়	
২.	সংস্থা	বাংলাদেশ জাতীয় জাদুঘর, ঢাকা	
৩.	যে জন্য দরপত্র আহ্বান	পুস্তক উৎপাদন	
৪.	দরপত্র আহ্বানের তারিখ	১৫/০২/২০১৫ খ্রিস্টাব্দ	
৫.	সংগ্রহ পদ্ধতি	উন্মুক্ত দরপত্র পদ্ধতি (OTM)	
৬.	দরপত্র দাখিলের স্থান, তারিখ ও সময়	লাইব্রেরি, সংস্কৃতি বিষয়ক মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা (ভবন নং-৬, ১০ম তলা) ২৫/০২/২০১৫ তারিখ, বেলা ১২.০০ ঘটিকা পর্যন্ত	
৭.	দরপত্র খোলার স্থান, তারিখ ও সময়	লাইব্রেরি, সংস্কৃতি বিষয়ক মন্ত্রণালয়, ২৫/০২/২০১৫ তারিখ, বেলা ১.০০ ঘটিকা	
৮.	দরপত্র দলিল প্রাপ্তির ঠিকানা	দরপত্র দলিল জাদুঘরের ওয়েবসাইট থেকে ডাউনলোড করে নিতে হবে (ওয়েব সাইট : www.bangladeshmuseum.gov.bd)	
৯.	দরদাতার যোগাভা	<p>প্রকৃত সরবরাহকারী প্রতিষ্ঠান দরপত্রে অংশগ্রহণ করতে পারবে। দরপত্রের সাথে হাল নাগাদ ট্রেন্ড লাইসেন্স, ভ্যাট নিবন্ধন সনদপত্র, আয়কর পরিশোধের সনদপত্র ইত্যাদি এবং দরপত্র দলিলে বর্ণিত সকল সনদপত্র প্রথম শ্রেণির গেজেটেড কর্মকর্তা কর্তৃক সত্যায়িত করে দরপত্রের সাথে দাখিল করতে হবে।</p> <p>ক) বিগত ৫ বৎসরের মধ্যে প্রত্যেক দরদাতার একক দরপত্রে কোন সরকারী/ আধা সরকারী/ স্বায়ত্বশাসিত প্রতিষ্ঠানে বা বৃহৎ কোম্পানিতে একই ধরনের কাজে ন্যূনতম ৫.০০ (পাঁচ) লক্ষ টাকার কাজের অভিজ্ঞতা থাকতে হবে, এই মর্মে সংশ্লিষ্ট অফিস প্রধান প্রদত্ত কার্যাদেশপত্রসহ কাজ সম্পন্নের সনদপত্র সংযুক্ত করতে হবে।</p> <p>গ) এছাড়া টেন্ডার ডকুমেন্টে (TDS) বর্ণিত চাহিদামত কাগজপত্র দাখিলে ব্যর্থ হলে দরপত্র বাতিল বলে গণ্য হবে।</p> <p>ঘ) দরপত্রের সঙ্গে ইতোপূর্বে উৎপাদিত একটি বই দাখিল করতে হবে।</p>	
১০.	কাজের বিবরণ	দরপত্রের জামানত	কাজ সম্পাদনের সময়
	পুস্তক কম্পোজ, গ্রন্থ সংশোধন, বুক ডিজাইন, পুস্তক মুদ্রণ, কভার ডিজাইন ও মুদ্রণ, বাঁধাই এবং সরবরাহ	উদ্ধৃত মূল্যের ৩%	১০ দিন (সর্বোচ্চ)
১১.	দরপত্র আহ্বানকারী কর্মকর্তার পরিচয় ও যোগাযোগ	<p>নূরে নাসরীন কীপার, জনশিক্ষা বিভাগ বাংলাদেশ জাতীয় জাদুঘর, শাহবাগ, ঢাকা-১০০০ ফোন: ৯৬৭৫০৫১, ফ্যাক্স: ৮৮-০২-৯৬৬৭৩৮১</p>	
১২.	<p>ক) জাদুঘর কর্মকর্তা সকল দরপত্র গ্রহণ বা বাতিল করার ক্ষমতা সংরক্ষণ করে।</p> <p>খ) দরপত্র মূল্যায়ন কমিটির সুপারিশ ও যথাযথ কর্তৃপক্ষ কর্তৃক অনুমোদন পাওয়ার পর কার্যাদেশ প্রদান করা হবে।</p> <p>গ) পিপি আর ২০০৮ ও সংশোধনী ২০১২-এর বিধানাবলী কার্যকর হবে।</p>		

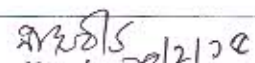
Section 1. Instructions to Tenderers

A. General

1. **Scope of Tender** 1.1 The Procuring Entity, as indicated in the Tender Data Sheet (TDS) wishes to issues these Tender Documents for the supply of Goods, and Related Services incidental thereto, detailed in **Section 6: Schedule of Requirements**.
2. **Corrupt, Fraudulent, Collusive or Coercive Practices** 2.1 The Government requires that Procuring Entities, as well as Tenderers and Suppliers shall, during the Procurement proceedings and the execution of Contracts under public funds, ensure-
- (a) strict compliance with the provisions of Section 64 of the Public Procurement Act 2006 (Act 24 of 2006);
 - (b) abiding by the code of ethics as mentioned in the Rule 127 of the Public Procurement Rules, 2008;
 - (c) that neither it's any officer nor any staff or any other agents or intermediaries working on its behalf engages in any practice as detailed in the Rule 127.
- 2.2 If corrupt, fraudulent, collusive or coercive practices of any kind determined by the Procuring Entity against any Tenderer alleged to have carried out such practices, the Procuring Entity shall -
- (a) exclude the concerned Tenderer from further participation in the particular Procurement proceeding; or
 - (b) reject any recommendation for award that had been proposed for that concerned Tenderer or;
 - (c) declare, at its discretion, the concerned Tenderer to be ineligible to participate in further Procurement proceedings, either indefinitely or for a specific period of time.
3. **Eligible Tenderers** 3.1 If so specified in TDS, only Enlisted Tenderers of the categories specified in the TDS are eligible to participate in the Tender under Limited Tendering Method (LTM).
- 3.2 In case of Open Tendering Method, invitation for Tenders is open to all potential Tenderers.
- 3.3 The Tenderer shall have the legal capacity to enter into the Contract.
- 3.4 Tenderers and all parties constituting the Tenderer shall not have a conflict of interest pursuant to Rule 55 of the Public Procurement Rules, 2008.
- 3.5 The Tenderer in its own name or its other names or also in the case of its Persons in different names, shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices as stated under ITT Clause 2.
- 3.6 The Tenderer is solvent, e.g. the Tenderer is financially capable to perform the contract for the proposed Procurement.
- 3.7 The Tenderer shall have fulfilled its obligations to pay taxes under the provisions of laws and regulations of Bangladesh.

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B. Tender Document

4. Clarification of Tender Documents 4.1 A prospective Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in the TDS before two-third of time allowed for preparation and submission of Tender elapses.
5. Addendum to Tender Documents 5.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity on its own initiative or in response to a clarification request in writing from a Tenderer, may revise the Tender Document by issuing an addendum pursuant to Rule 95 of the Public Procurement Rules, 2008.

C. Tender Preparation

6. Contents of Tender 6.1 The Tender prepared by the Tenderer shall comprise the following:
- Tender Submission Letter (**Form PG2-1**) as furnished in Section 4; Tender Forms, which shall be completed without any alterations to its format, filling in all blank spaces with the information requested, failing which the Tender may be considered as non-responsive as being incomplete;
 - The completed Price Schedule for Goods and Related Services (**Form PG2-2**);
 - Tender Security** as stated under ITT Clause **12 & 13**;
 - The completed Specifications Submission and Compliance Sheet (**Form PG2-3**);
 - Written confirmation authorising the signatory of the Tender to commit the Tenderer (**Attachment 1 of Form PG2-1**);
 - A certificate issued by the competent authority stating that the Tenderer is a Tax payer having valid Tax identification Number (TIN) and VAT registration number (as applicable);
Valid Trade License;
7. Tender Prices 7.1 Tenders are being invited either for one or more items on an 'item-by-item' basis or a single lot or for a number of lots on 'lot-by-lot' basis, as specified in the TDS
- 7.2 All lots or items as listed in Section 6: Schedule of Requirements must be listed and priced separately on the Price Schedule following the **Form PG2-2**. The price to be quoted in the Tender Submission Letter shall be the total price of the Tender
- 7.3 All applicable taxes, custom duties, VAT and other levies payable by the Contractor under the Contract shall be included in the unit rates, prices and the total Tender price submitted by the Tenderer.
8. Tender Currency 8.1 All prices shall be quoted in Bangladesh Taka.
9. Documents Establishing the Conformity of the Goods and Related services 9.1 To establish the conformity of the Goods and Related Services to the Tender Documents, the Tenderer shall furnish as part of its Tender the documentary evidence that the Goods and Related services conform to the technical specifications and standards in Section 7, Technical Specifications.
10. Technical Criteria 10.1 The completed Specifications Submission and Compliance Sheet details the minimum specification of the goods required. The goods offered must meet this specification, but no credit will be given for exceeding the specification.

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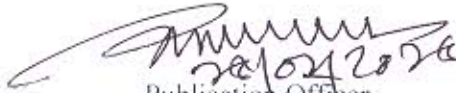

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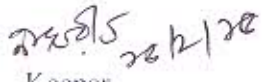
- 11. Validity Period of Tender**
- 11.1 Tenders shall remain valid for the period specified in the **TDS** after the date of Tender submission deadline prescribed by the Procuring Entity.
- 11.2 A Tender valid for a period shorter than that specified shall be considered as non-responsive.
- 12. Tender Security**
- 12.1 Tender Security as specified in **TDS**.
- 13. Form of Tender security**
- 13.1 The Tender Security shall be at the Tenderer's option, be either in the form of a bank draft or pay order.
- 13.2 The Tender Security shall remain valid for at least twenty eight (28) days beyond the expiry date of the Tender Validity.
- 13.3 Tender not accompanied by a valid Tender Security shall be considered as non-responsive.
- 14. Forfeiture of Tender Security**
- 14.1 The Tender security pursuant to Rule 25 of the Public Procurement Rules, 2008 may be forfeited if a Tenderer:
- (a) withdraws its Tender after opening of Tenders but within the validity of the Tender; or
 - (b) fails to furnish performance security; or
 - (c) refuses to sign the Contract ; or
 - (d) does not accept the correction of the Tender price following the correction of arithmetic errors

D. Tender Submission

- 15. Deadline for Submission of tenders**
- 15.1 Tenders shall be delivered to the Procuring Entity at the address specified in the **TDS** and no later than the date and time specified in the **TDS**. Late submissions will be not be considered.

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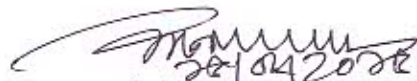

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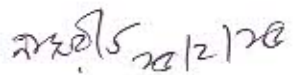

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E. Tender Opening and Evaluation

- 16. Tender Opening** 16.1 Tenders shall be opened pursuant to Rule 97 following steps in Part D of Schedule IV of The Public Procurement Rule, 2008 as specified in the **TDS** but no later than **ONE HOUR** after expiry of the submission date line.
- 17. Evaluation of Tenders** 17.1 The Tender Evaluation Committee (**TEC**) may consider a Tender as responsive in the Evaluation, only if it is submitted in compliance with the mandatory requirements set out in the Tender Document. The evaluation process should begin immediately after tender opening following four steps:
- Preliminary Examination;
 - Technical Examinations and Responsiveness;
 - Financial evaluation and price comparison;
 - Post-qualification of the lowest evaluated responsive Tenders.
- 18. Preliminary Examination** 18.1 The TEC shall **firstly** examine the Tenders to confirm that all documentation requested in ITT Clause 6 has been provided. Examination of the compliance, adequacy and authenticity of the documentary evidence may follow the order below:
- verification of the completeness of the eligibility declaration in the Tender Submission Letter (**Form PG2-1**);
 - verification of the Trade License ;
 - verification of the eligibility requirements as stated under **ITT Clause 3** ;
 - verification of the written authorization confirming the signatory of the Tenderer to commit the Tender has been attached with Tender Submission Letter (**Form PG2-1**);
 - Verification of the Tender Security, if applicable.
- 18.2 The TEC shall confirm that the above documents and information have been provided in the Tender and the completeness of the documents and compliance of instructions given in corresponding ITT Clauses shall be verified, failing which the tender shall be considered as non-responsive.
- 19. Technical Examinations & Responsiveness** 19.1 Only those Tenders surviving preliminary examination need to be examined in this phase.
- 19.2 **Secondly**, the TEC will examine the adequacy and authenticity of the documentary evidence which may follow the order below:
- verification and examination of the documentary evidence and completed Specification Submission Sheet (Form PG2-3) to establish the conformity of the Goods and Related Services to the Tender Documents.
 - Verification and examination of the documentary evidence that Tenderer has met all the requirements in regards to scope of Supply as stated under Section 6, Schedule of Requirements, without any material deviation or reservation.

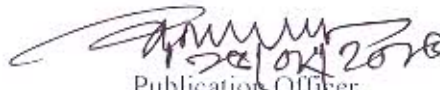
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- 19.3 TEC may consider a Tender as responsive in the evaluation, only if comply with the mandatory requirements as stated under Clause 19.2
- 20. Clarification on Tender**
- 20.1 The TEC may ask Tenderers for clarifications of their Tenders, including breakdowns of unit rates, in order to assist the examination and evaluation of the Tenders.
- 20.2 If a Tenderer does not provide clarifications of its Tender by the date and time set in the TEC's written request for clarification, its Tender shall not be considered in the evaluation.
- 21. Correction of Arithmetical Errors**
- 21.1 The TEC shall correct any arithmetic errors that are discovered during the examination of Tenders, and shall promptly notify the concerned Tenderer(s) of any such correction(s) pursuant to Rule 98(11) of the Public Procurement Rule, 2008.
- 21.2 Any Tenderer that does not accept the correction of the Tender amount following correction of arithmetic errors as determined by the application of ITT Sub-Clause 21.1 shall be considered as non-responsive.
- 22. Financial Evaluation**
- 22.1 **Thirdly** the TEC, pursuant to Rule 98 of the Public Procurement Rules, 2008, will evaluate each Tender that has been determined, up to this stage of the evaluation, to be responsive to the mandatory requirements set out in the Tender Document
- 22.2 To evaluate a Tender in this stage, the Procuring Entity shall consider the following:
- (a) Verification and examination of the Price Schedule for Goods and Related Services (Form PG2-2);
 - (b) Evaluation will be done for each Item or lot by lot;
 - (c) Adjustment for correction of arithmetical errors
- 23. Price Comparison**
- 23.1 The TEC shall compare all responsive Tenders to determine the lowest-evaluated Tender
- 24. Negotiation**
- 24.1 No negotiations shall be held during the Tender evaluation or award with the lowest or any other Tenderer pursuant to Rule 99 of the Public Procurement Rules, 2008.
- 25. Post-qualification**
- 25.1 After determining the lowest-evaluated responsive tender as sated under ITT Sub-Clause 23.1, the TEC pursuant to Rule 100 of the Public Procurement Rules, 2008, shall carry out the Post-Qualification of the Tenderer.

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Section 2. Tender Data Sheet

Instructions for completing the Tender Data Sheet are provided below:

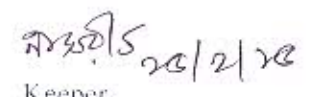
Instruction to Tenderers	
A. General	
A.1.	The Procuring Entity is: Director General, Bangladesh National Museum
A.2.	The Name of the Tender is: পুস্তক কম্পোজ, প্রফ সংশোধন, বুক ডিজাইন, পুস্তক মুদ্রণ, কভার ডিজাইন ও মুদ্রণ, বাঁধাই এবং সরবরাহ
A.3.	Tender Ref: 10/2014-2015, Date: 15/02/2015

B. Tender Document

B.1	The following are the offices of the Procuring Entity or authorised agents for the purpose of providing the Tender Document: Bangladesh National Museum website: (www.bangladeshmuseum.gov.bd)
B.2	For clarification of Tender Document purposes only, the Procuring Entity's address is: Attention : Keeper, Public Education Department Address : Bangladesh National Museum, Shahbagh, Dhaka-1000. Telephone : 9675051

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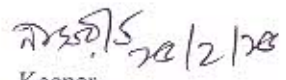

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C. Qualification Criteria

C.1.	The minimum number of years of general experience of the Tenderer in the supply of Goods and Services shall be 5(five) years.
C.2	<p>Basic Qualifications</p> <p><i>In order to qualify, the Tenderer shall have to meet Basic Qualifications outlined below. Failure to meet any one more of the Criteria as stated below shall render the Tender Non-responsive.</i></p> <p>C.2.1. Copies of Up to date Trade License</p> <p>C.2.2. Mailing Address of the office of the tenderer with Telephone/ Mobile phone number. Shall have to be submitted in a letter head pad with signature and seal. To verify the address of the Tenderer the committee/the officials will visit the office of the Tenderer. Incase of false address the tender will be treated as non-responsive.</p> <p>C.2.3. Photo copy of National ID card of the Tenderer.</p> <p>C.2.4. Income tax certificate of last year</p> <p>C.2.5. VAT Registration Certificate with TIN</p> <p>C.2.6. Company Certificate of Incorporation (in case of limited company).</p> <p>C.2.7. One Contract of at least 5 lac completed in last 5 years for a govt/semi-govt/autonomous body/ MNC/established NGO for similar job.</p>
C.3	<p>Special Qualifications</p> <p><i>In order to qualify for this Package, the Tenderer shall have to meet Special Qualifications outlined below. Failure to meet any or more of the Criteria as stated below shall render the Tender Non-responsive.</i></p> <p>Special Documents to be submitted:</p> <p>a. The bidder must have a copy-editor for quick and perfect copy-editing of the books after word-processing.</p> <p>b. The bidder must have on his pay-roll a competent & experienced graphic artist who will design the book & cover.</p> <p>c. The bidder must have ample experience in the designing printed materials including books, journal, magazine and other printed materials.</p> <p>d. The bidder must be able to submit dummy of the book in proper shape and size as part of bid documents.</p> <p>e. The bidder must be able to design and submit multiple book-covers as part of bid documents (Minimum two).</p> <p>f. The bidder must be able to submit as proof of his experience sample of book/ journals or magazine produced in 1(one) year.</p> <p>g. The bidder must be able to submit as proof of his experience sample of other printed-works done during 2014.</p> <p>h. The bidder must be able to produce and submit a 'design & production plan' in 500 words</p>

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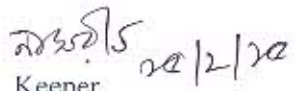

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D. Preparation of Tender	
D.1	The Tender Validity period shall be 45 days.
D.2	Tenders being invited for the Tender Advertisement published in the newspaper and included in this document
D.3	The amount of Tender Security shall be 3% percent of the total value/quoted price of the item(s) quoted by the Tenderer only any schedule bank to be submitted as Pay Order/Bank draft in favour of Secretary, Bangladesh National Museum, Shahbag, Dhaka-1000.
D.4	<p>Documents to be submitted as part of the Technical Offer of the Tender are outlined below numbered D.4.1 to D4.7</p> <p><i>In order to qualify, the Tenderer shall have to submit following documents as part of the tender. Failure to submit any documents in the form as stated below shall render the Tender Non-responsive.</i></p> <ol style="list-style-type: none"> 1. Copies of Up to date Trade License 2. Mailing Address of the office of the tenderer with Telephone/ Mobile phone number. Shall have to be submitted in a letter head pad with signature and seal. To verify the address of the Tenderer the committee/the officials will visit the office of the Tenderer. In case of false address the tender will be treated as non-responsive. 3. Photo copy of National ID card of the Tenderer. 4. Income tax certificate of last year 5. VAT Registration Certificate with TIN 6. Company Certificate of Incorporation (in case of limited company). 7. One Contract of at least 5 lac completed in last 5 years for a govt/semi-govt/ autonomous body/MNC/established NGO for similar job. <p>D4.8. Special Documents to be submitted:</p> <p><i>In order to qualify for this Package, the Tenderer shall have to meet Special Qualifications outlined below. Failure to meet any or more of the Criteria as stated below shall render the Tender Non-responsive.</i></p> <ol style="list-style-type: none"> a. Name and CV of competent Bengali language copy-editor must be submitted, along with his letter of consent. b. Name and CV of the graphic artist on pay-roll. Who will make for designs the book. c. Sample of covers designed (At least 2) d. Sample of books designed (dummy) e. Sample of any book/album/magazine published in 2014. f. Sample of any other printing work done in 2014 g. Design and Production plan for this job in 500 words.
D.5	<i>Failing submission of any documents as per requirement as stated in the Tender documents or submission of false documents whatsoever, the Tender shall be considered as non-responsive in accordance with the Public Procurement Act.</i>

Seal & Signature of the
Contractor


Publication Officer
Bangladesh National Museum


Keeper
Public Education Department

