


Detail for Website (www.smef.gov.bd)

 <p align="center">Small & Medium Enterprise Foundation Parjatan Bhaban (7th-8th Floor) Plot: E-5 C/1, Agargaon, Sher-e-Bangla Nagar Administrative Area, Dhaka - 1207. Website: www.smef.gov.bd</p>			
Invitation for Tender			
1	Invitation for	SMEF Employees and Spouse Group Life Insurance	
2	Invitation Ref No. with Date	36.12.0000.035.07.002.20/223	14 February 2021
3	Tender Closing, Opening Date & Time	Closing	
		01 March, 2021; 2:00 PM	Opening 01 March, 2021; 2:30 PM
4	Place of Tender Selling, Receiving & Opening	SME Foundation Parjatan Bhaban (7th-8th Floor) Plot: E-5 C/1, Agargaon Sher-e-Bangla Nagar Administrative Area, Dhaka – 1207 Cell: 01713066712, 01820059314, 01682257505 E-mail: masud.rahman@smef.gov.bd; jona.talukdar@smef.gov.bd website: www.smef.gov.bd	
5	Other Information about Tender:		
	Price of Tender Document	Tender Security	Tender Validity Period
	Tk. 500/-	2%	120 days
6	Eligibility of Tenderer(s)		
	i. The organization must submit documents i.e. copies of Notification of Award, copies of agreement, copies of work order etc. in support of five years of experience in related services. ii. The organization must submit copy of up-to-dated (2019-20) Trade license; copy of Certificate of Incorporation will also be accepted (if applicable). iii. The organization must submit up-to-dated (2019-20) Income Tax Payment Receipt/Certificate. If any organization enjoys any kind of waiver of Income Tax the relevant document must be submitted (if applicable). iv. The organization must provide copy of VAT registration certificate. If any organization enjoys any kind of waiver of VAT the relevant document must be submitted. v. In order to prove financial solvency the organization must submit copy of Bank solvency certificate or summary of audited financial statement of last two years attested by the bidder. vi. If two or more organizations make consortium then they have to submit legal documents.		
7	Special Instruction:		
	a) Tender security should be submitted separately in the form of Bank Draft/ Pay Order from any schedule bank of Bangladesh with full obligation and liabilities in favor of SME Foundation. The Tender Security shall remain valid for at least twenty-eight (28) days beyond the expiry date of the Tender Validity. b) Conditions mentioned in the schedule should be followed properly. c) Outer envelope should be marked with Tender Name & Reference No. d) Tender will be opened (on specified date or the following working day if any unavoidable circumstances occurred) in front of tenderer / representative of tenderer (if present) at above mentioned place & time.		
8	A Pre-bid meeting will be convened at 11:00 am. On 24/02/2021 in SMEF Office. The purpose of this meeting will be to clarify the requirements as envisaged by SMEF and also to address the queries if any, of the bidders.		
9	The procuring entity reserves the right to accept or reject any/ all tenders or any lot without assigning any reason whatsoever.		
Sd/- Managing Director			

