

INFRASTRUCTURE INVESTMENT FACILITATION COMPANY (IIFC)

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH

Invitation for Enlistment

SN	Item	Description
1.	Company Name	Infrastructure Investment Facilitation Company (IIFC)
2.	Procuring Entity Name	IIFC
3.	Procuring Entity Code	N/A
4.	Procuring Entity District	Dhaka
5.	Invitation for	Enlistment
6.	Invitation Ref No.	09.00.0000.002.04.220.25
7.	Date	10 August 2025
8.	Procurement Method	Limited Tendering Method
9.	Budget and Source of Funds	Own Fund
10.	Enlistment Publication Date	10 August 2025
11.	Application Closing Date and Time	20 August 2025, 3:00 PM
12.	Name & Address of the Office(s)	Munsi Shahid Anis, Additional Director and Convenor, Vendor Selection Committee JDPC Bhaban (3rd floor), 145, Monipuripara, Tejgaon, Dhaka-1215.
13.	- Application Form Availability (Principal):	JDPC Bhaban (3 rd floor), 145, Monipuripara, Tejgaon, Dhaka-1215, Bangladesh.
14.	- Application Form Availability (Others):	Download from www.iifc.gov.bd or collect it from Administration, IIFC
15.	- Receiving Application Form:	Download from www.iifc.gov.bd or collect it from Administration, IIFC
16.	Eligibility of Applicant	Applicants intending to be enlisted for the supply of goods must meet the following eligibility criteria: 1. Legal Capacity <ul style="list-style-type: none">○ The applicant must be a legal entity (sole proprietorship/partnership/limited company) registered in Bangladesh.○ Must possess a valid Trade License, VAT Registration Certificate, and TIN Certificate. 2. Relevant Experience <ul style="list-style-type: none">○ Minimum of 3 (three) years of proven experience in supplying similar categories of goods (stationery, IT products, cleaning items, refreshments, etc.).○ At least one (1) past supply contract with a government, semi-government, autonomous, or reputed private organization must be

		<p>submitted as evidence. This should include a work order or completion certificate.</p> <p>3. Financial and Technical Capability</p> <ul style="list-style-type: none"> ○ Applicants must demonstrate sound financial standing. A bank solvency certificate may be required. ○ Must have the technical capacity to deliver goods in conformity with specified brands, standards, and delivery timelines. <p>4. Product Compliance</p> <ul style="list-style-type: none"> ○ The goods offered must comply with the required specifications and preferred brands as outlined in the item list. ○ IIFC may request samples or catalogues to verify quality and compliance. <p>5. Clean Record</p> <ul style="list-style-type: none"> ○ The applicant must not be: <ul style="list-style-type: none"> ▪ Blacklisted or debarred by any government or donor agency in Bangladesh or abroad. ▪ Convicted for any fraudulent, corrupt, or unethical practices. ▪ Involved in any litigation that may affect their ability to deliver goods. <p>6. Documentation to be Submitted</p> <p>Applicants must submit the following documents in their application:</p> <ul style="list-style-type: none"> ○ Application on official letterhead requesting enlistment ○ Company profile with relevant experience ○ Copy of valid Trade License ○ Copy of VAT Registration Certificate ○ Copy of TIN Certificate ○ NID of Proprietor/Managing Director (for verification) ○ Relevant Work Order/Completion Certificate ○ Bank solvency certificate or recent bank statement (if asked) ○ Product brochure or sample (if applicable)
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17.	Brief Description of Goods or Works	Supply of Stationery, Cleaning Items, IT Products, and Refreshment/Grocery Items (Schedule: Attached)
18.	Brief Description of Related Services (if applicable)	(Schedule: Attached)
19.	Price of Application Form (Tk)	N/A
20.	Name of Official Inviting Application	Munsi Shahid Anis, Additional Director and Convenor, Vendor Selection Committee
21.	Designation of Official Inviting Application	Munsi Shahid Anis, Additional Director and Convenor, Vendor Selection Committee
22.	Address of Official Inviting Application	JDPC Bhaban (3 rd floor), 145, Monipuripara, Tejgaon, Dhaka-1215.
23.	Contact Details of Official Inviting Application	Email: info@iifc.gov.bd Phone: +88 02 223314093-96

The procuring entity reserves the right to reject all Applications.

Lot - 1

Stationary Items

SN	Name of Product	Preferred Brand	Unit	Monthly Qty	Specification Description	Price (BDT)
1	A4 Paper	Paper one	Rim	80	80 GSM white copier paper	
2	A3 Paper	Paper one	Rim	3	80 GSM white copier paper	
3	Legal Paper	Paper one	Rim	2	80 GSM white legal-size paper	
4	Aerosol	ACI	Pcs	14	ACI aerosol insect spray, 475ml	
5	Air Fresher	Fay/Anzelic	Pcs	14	Spray air freshener, 300ml	
6	Tissue Box	Fay	Pcs	60	2-ply soft tissue box, 100 sheets	
7	Napkin Tissue	Bashundhara	Pcs	60	100 pcs soft napkin tissue pack	
8	Ring File (Big)	Huajie	Pcs	3	Ring file with metal clips, A4 size	
9	Ring File (Small)	Open	Pcs	20	Small ring file, A5 size	
10	Proposal Ring File (Small-350mm)	Cosmo	Pcs	25	PVC file, clip type, 350mm spine	
11	Proposal Ring File (Medium-550mm)	Cosmo	Pcs	15	PVC file, clip type, 550mm spine	
12	Proposal Ring File (Big-750mm)	Cosmo	Pcs	12	PVC file, clip type, 750mm spine	
13	Pen (blue)	i-teen pen	Pcs	12	Ballpoint pen, blue	

SN	Name of Product	Preferred Brand	Unit	Monthly Qty	Specification Description	Price (BDT)
					ink, medium tip	
14	Pen (black)	Matador Glory	Pcs	12	Ballpoint pen, black ink, medium tip	
15	HB pencil	Petra	Pcs	12	Standard HB wooden pencil	
16	Eraser	Matador	Pcs	6	Soft white rubber eraser	
17	Correction pen	Umi	Pcs	6	Correction fluid pen, 7ml	
18	Sharpner	Matador	Pcs	6	Plastic sharpener, single blade	
19	Cardholder	Open	Pcs	2	Plastic ID card holder with clip	
20	Pen holder	Matador	Pcs	2	Plastic round pen holder	
21	Note Book	Open	Pcs	12	80 pages A4 ruled notebook	
22	Stapler	Kangaro	Pcs	2	No. 10 small stapler	
23	Stapler Pin	Kangaro	Box	6	No. 10 stapler pin box	
24	Report File	Open	Pcs	14	Plastic transparent report file, A4	
25	Cover File	Open	Pcs	24	Plastic cover file, A4 size	

Lot - 2

Refreshment Items

SN	Name of Product	Unit/Quantity	Monthly Qty	Specifications	Preferred Brand (Suggested)	Price (BDT)
1	Sugar	Kg	5	Refined white sugar, food grade	Fresh, Teer/Open	
2	Tea	Box	40	Black loose tea, 200g box	Ispahani, Seylon/Open	
3	Green Tea	Box	1	25-bag green tea pack	Lipton Green Tea//Open	
4	Condensed Milk	Pcs	24	Sweetened condensed milk, 397g	Starship, Danish/Open	
5	Coffee Mate	Pcs	2	Non-dairy creamer, 400g	Nestlé Coffee Mate	
6	Coffee	Pcs	3	Instant coffee, 100g jar	Nescafé/Open	
7	Milk Powder	Pcs	2	Full cream milk powder, 500g	Dano, Diploma//Open	
8	Digestive Biscuit	Pcs/Carton	3	Fiber-rich biscuit, 300g	Olympic Digestive//Open	
9	Lexus Biscuit	Pcs/Carton	4	Sandwich cream biscuit, 300g	Olympic Lexus//Open	
10	Toast Biscuit	Packet	4	Toasted plain biscuit, 300g	Olympic Toast/Open	
11	Tip Biscuit	Packet		Wheat-based light biscuit	Open	
12	Energy Biscuit	Packet		Fortified energy biscuit, 300g	Open	

Lot - 3

Cleaning Items

SN	Cleaning Product	Unit	Monthly Quantity	Specification Description	Preferred Brand	Price (BDT)
1	Odonil	Pcs	10	Solid air freshener, 50gm per unit, suitable for washrooms	Dabur	
2	Trix	Pcs	4	Dishwashing liquid/paste, 250ml, strong degreasing action	Reckitt/Similar Product (local)	
3	Furniture Cleaner	Pcs	12	Liquid spray, 500ml, safe for wood/polish surfaces	Open	
4	Glass Cleaner	Pcs	12	Glass surface cleaner, 500ml, ammonia-free	Mr. Brasso	
5	Duster	Pcs	36	Cotton/nylon, reusable, standard dusting cloth	Open	
6	Polybag	Kg	2	Medium-sized garbage disposal bags, ~20 microns thick	Open	
7	Jharu	Pcs	3	Coconut stick/nylon broom for indoor floor sweeping	Open	
8	Hand wash	Litre	3	Antibacterial hand wash, liquid soap, 250ml or 1L	Lifebuoy/Septonil/Similar Product (local)	
9	Dish Cleaning Sponge	Pcs	20	Scrubber sponge combo, 10x7cm size	Scotch-Brite/Local	
10	Mop Thread	Pcs	5	Cotton thread refills for mop stand	Open	
11	Mop Stand (Wood)	Pcs	2	Wooden/Steel handle, compatible with standard mop thread refill	Open	

Lot-4

IT Products

SN	Name of IT Product	Unit/Quantity	Monthly Qty	Preferred Brand (Suggested)	Specifications	Price (BDT)
1.	Pen Drive	Pcs		Transcend/Apacer/TWI NMOS or equivalent	Capacity: 32GB Interface: USB 3.0 Speed: High-speed data transfer Compatibility: Windows, macOS, Linux Features: Plug & play, compact design, durable body	
2.	Blank CD	Pcs		Verbatim/YDD/Sony or equivalent	Type: CD-R Capacity: 700MB / 80 minutes Write Speed: Up to 52x Usage: Data, audio, video recording Compatibility: Most CD writers and players	
3.	Mouse	Pcs		A4Tech/Logitech/Dell or equivalent	Type: Wired 2X Click DPI: Adjustable (e.g., 800–1600 DPI) Buttons: 3 Connectivity: USB Features: Ergonomic design, optical sensor, plug & play	
4.	Keyboard	Pcs		A4Tech/Logitech/Dell or equivalent	Type: Wired Layout: Standard QWERTY Keys: Full-size with function keys Connectivity: USB Features: Plug & play, ergonomic design, durable keys	
5.	Printer Toner	Pcs		As per model number	As per model number	As per

SN	Name of IT Product	Unit/Quantity	Monthly Qty	Preferred Brand (Suggested)	Specifications	Price (BDT)
						requirement
6.	Printer Ink	Pcs		As per model number	As per model number	As per requirement
7.	Photocopier Toner	Pcs		As per model number	As per model number	As per requirement
8.	Maintenance Box	Pcs		As per model number	As per model number	As per requirement
9.	Multi Plug	Pcs		Click/Super Star/Deli or equivalent	Voltage: 250V~ Cable Length: 5m Sockets: 5 Plug Type: 2-pin Features: Individual switches, power indicators, safety shutters	