



28th Dhaka International Trade Fair (DITF-2024)

Export Promotion Bureau, Dhaka

TCB Bhaban, 1, Kawran Bazar, Dhaka-1215

www.epb.gov.bd / E-mail: ditf@epb.gov.bd /

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Inviting Tenders/Applications for Allotment of Pavilions/Stalls/Restaurants

The month long 28th Dhaka International Trade Fair (DITF)-2024 will be held at **Bangabandhu Bangladesh-China Friendship Exhibition Center (BBCFEC)**, at Purbachal from 15 January, 2024 (tentative). Tenders/applications are invited from interested local/foreign, government and non-government organizations/firms/companies/sole proprietors for allotting/allocating different categories of spaces of DITF-2024.

How to get Tender/Application Forms: Tender/application forms/schedules can be collected directly from Administration & Finance Division of Export Promotion Bureau or can be downloaded from its website: www.epb.gov.bd and Facebook page: www.facebook.com/epb.gov.bd.

Particulars/descriptions of different categories of allotable spaces of DITF-2024 are as follows:

(A) Space, Rent, Processing Fee, Charges/ Floor Rates of Pavilion/ Stall/ Restaurant (Local) :				
Sl. No	Type/category of Pavilion/ Stall/ Restaurants	Size	Application Processing Fee (Including VAT & Tax) Non Refundable	Floor Rate (Lowest Price of Rent/ Royalty) (excluding VAT & Tax)
1	Premier Pavilion (PP) (Category-A)	(65'x36')	Tk.20,000/-	Tk. 22,00,000/-
2	Premier Pavilion (PP) (Category-B)	(50'x50')	Tk.20,000/-	Tk. 21,00,000/-
3	Premier Pavilion (PP) (Category-C)	(56'x36')	Tk.20,000/-	Tk. 21,00,000/-
4	General Pavilion (GP)	(36'x36')	Tk.21,000/-	Tk. 15,00,000/-
5	Premier Mini Pavilion (PMP)	(36'x17')	Tk.14,000/-	Tk. 11,00,000/-
6	Premier Restaurant (PR)	(50'x50')	Tk.16,000/-	Tk. 17,00,000/-
7	Premier Mini Restaurant (PMR)	(20'x20')	Tk.12,000/-	Tk. 6,50,000/-
8	Premier Stall (PS)	(20'x20')	Tk.7,000/-	Tk. 4,50,000/-
9	Premier Mini Stall (PMS)	(20'x10')	Tk.7,000/-	Tk. 3,30,000/-

(B) Space, Rent, Processing Fee, Charges/ Floor rates of Pavilion/ Stall (Foreign) :				
Sl. No	Type/category of Pavilion/ Stall/ Restaurants	Size	Application Processing Fee (Including VAT & Tax) Non Refundable	Floor Rate (Fixed) (Lowest Price of Rent/ Royalty) (excluding VAT & Tax)
1	Foreign Pavilion (FP)	(36'x36')	US \$ 400.00	US \$ 19,000.00
2	Foreign Mini Pavilion (FMP)	(36'x17')	US \$ 270.00	US \$ 10,000.00
3	Foreign Premier Stall (FPS)	(20'x20')	US \$ 135.00	US \$ 7,000.00

(C) Space, Rent, Processing Fee, Charges/ Floor Rates of Pavilion/ Stall/ Restaurant (Local) :				
Sl. No	Type/category of Pavilion/ Stall/ Restaurants	Size	Application Processing Fee (Including VAT & Tax) Non Refundable	Floor Rate (Fixed) (Lowest Price of Rent/ Royalty) (excluding VAT & Tax)
1	Reserved Mini Pavilion (RMP)	(36'x17')	Tk.14,000/-	Tk. 11,00,000/-
2	Reserved Stall (RS)	(20'x20')	Tk.7,000/-	Tk. 4,50,000/-
3	General Stall (GS)	(20'x20')	Tk.7,000/-	Tk. 4,00,000/-

(D) **Papers & documents to be submitted by Local Applicants:** Tender/application must be submitted along with scanned copies of deposit slip of processing fee and security money, valid and up-to-date trade license, VAT registration certificate, up-to-date Income Tax clearance certificate for the tax assessment year 2022-2023, up-to-date bank solvency certificate and membership certificate of Chamber/Trade Association (if applicable). In case of downloaded Application Form, necessary documents as stated above shall also be submitted along with the Application/Tender. Original documents shall have to be submitted during scrutinizing the submitted Application/Tender papers.

(E) **Papers & documents to be submitted by Foreign Participants:**
(1) Tender/application must be submitted through e-mail: ditf@epb.gov.bd by foreign participants. In case of any difficulty/problem due to unavoidable circumstances, downloaded Tender/Application Form can also be submitted along with required documents by Fax/Courier service/Postal service.

(2) All on-line Tenders/Applications should be submitted through concerned **Bangladesh Missions abroad** or through **Missions of their own countries in Dhaka** along with scanned copies of deposit slip of Tender/Application processing fee and security money.

(3) Import of exhibits will be allowed on payment of customs duties and taxes at the Customs points of entry or as per provisions made by the Customs authority.

(4) Applicants of those countries where **Bangladesh Missions** are not available or who don't have their own Missions in Dhaka will have to apply through Government/Chamber/Trade Bodies of their own countries.

(F) **Reserved Pavilion/ Stall Allotment Process:**
Few Pavilion, Mini-Pavilion and Stalls will be kept reserved for allotting among the foreign participants, government/semi-government/autonomous bodies/organizations/scheduled banks, recognized trade associations/bodies, women entrepreneurs etc. Other participants will not be entitled to apply for those Reserved Pavilions and Stalls. If foreign participants are not available, the vacant Pavilion, Mini-Pavilion and Stalls kept reserved would be allocated to local participants. In this regard, the decision would be finalized by the Fair Authority;

(G) **General Terms & Conditions:**

(1) The Premier Pavilion (Category A, B & C), Premier Mini-Pavilion (PMP), General Pavilion (GP), Premier Restaurant (PR), Premier Mini Restaurant (PMR), Premier Stall (PS) and Premier Mini-Stall (PMS) of the Master Lay-out Plan (other than the Reserved Mini-Pavilion, Foreign Pavilion, Foreign Mini-Pavilion and Foreign Premier Stall and General Stall) will be available for auction. General traders will be eligible to participate in the auction for these categories.

(2) General Stall and Food Stall will be allotted among the eligible applicants by lottery. But, in case of allotment of General Stall, Women Entrepreneurs, Small & Cottage industries, Exporters, Manufacturers, Manufacturing Associations, Government/Autonomous Bodies, Chambers/Trade Associations, Banks & Assemblers will be given preference.

(3) Location map, numbers and quantity of Pavilion, Mini-Pavilion, Stall, Restaurant etc. will be available in **DITF-2024 Master Lay-out plan** kept at EPB Fair Secretariat and will also be available in the website- www.epb.gov.bd and Facebook page: www.facebook.com/epb.gov.bd

(4) The quoted rate shall not be less than that of "Floor Rate" mentioned in **table (A) and table (B)**. Applicants should quote the rate in order of preference. Successful/selected bidder/applicant will have to pay 15% for VAT & 10% for Tax on quoted rate as per Government rules in addition to the quoted amount.

(5) For local applicants, allotment of General Stalls and Food Stalls will be done by lottery. Allotment of Premier Pavilion, General Pavilion, Premier Mini-Pavilion, General Mini Pavilion, Restaurant and Premier Stalls will be given to highest bidders. Allotment of Reserved Pavilion and Reserved Mini-Pavilion will be done by the fair authority at floor price.

(6) Space rent of Reserved Pavilion, Reserved Mini Pavilion, Foreign Pavilion, Foreign Mini Pavilion, Foreign Premier Stall, General Stall and Food Stall will remain fixed as mentioned in table 'B' and allocation of Foreign Pavilion, Foreign Mini-Pavilion and Foreign Premier Stall will be made randomly or by lottery as decided by the fair authority at floor price.

(7) The enterprises/companies or persons/participants are not entitled to participate in the tender/bidding activities of DITF-2024 if they had not paid full amount of money, which was outstanding for previous DITFs and such applicants will not be allocated any Pavilion/ Stall/ Restaurant of DITF-2024.

(8) All money, which is necessary for depositing in the Fair Fund, shall be deposited by filling the specified "Deposit Slip" form downloaded from the website- www.epb.gov.bd / Facebook page: www.facebook.com/epb.gov.bd. Otherwise, the claim of deposit of money in the Fair Fund shall not be acceptable.

(9) No food item(s) shall be allowed to sell in other stall or pavilion than in Restaurant or Food Stall of DITF-2024. Provided that, on the basis of application of any enterprise/company/participant, the fair authority may allow to sell such item(s) in other stall or pavilion or in any other space of DITF-2024 premises if it considers those are necessary or logical. In this regard, the decision of the fair authority shall be considered final.

(10) All taxes, duties etc. imposed by the Government must be complied with by the participants on their sale in respective Pavilion, Restaurant, Stalls etc.

Security Deposit:
For Local Participants:

Participants interested for obtaining allotment of PP, GP, RMP, RP, PMR, PS, PMS, RPM, GS, GMS and FS shall deposit money amounting to 25% (twenty five percent) of the quoted price or fixed rent (as applicable) in advance as Security Deposit along with the Application form in favor of "DHAKA INTERNATIONAL TRADE FAIR FUND" in any branch of BRAC BANK Ltd. in the following Bank Account :

- Name of the Bank: BRAC BANK LTD. (any branch),
- SND A/C No: 1501102485103001

For Foreign Participants:

Participants interested for obtaining allotment of FP, FMP and FPS shall deposit foreign currency amounting to 25% (twenty five percent) of the floor rent in advance as Security Deposit along with the application form in favor of "DHAKA INTERNATIONAL TRADE FAIR FUND" in the following Foreign Currency (FC) Account (in US\$):

- Name of the Bank: PRIME BANK LTD.
- 54 Kawran Bazar CA, Dhaka-1215, Bangladesh
- A/C No: 11351130020437
- SWIFT Code No: PRBLDDH010

(G) **Date, Time and Place for collection and submission of Tender/Application Form :**

For filled in Hardcopy/Printed Application/Tender :

Serial No.	Name/Categories of Stall/Pavilion	Place of Submission of Tender/Application	Date and Time of Submission of Tender/Application	Special Information
1	Premier Pavilion (PP) (Category A, B & C), General Pavilion (GP), Premier Mini Pavilion (PMP), Premier Restaurant (PR), Premier Mini Restaurant (PMR), Premier Stall (PS) and Premier Mini Stall (PMS)	(a) Office of the Secretary, EPB, 1, Kawran Bazar, TCB Bhaban (4 th Floor), Dhaka-1215; Or (b) Ministry of Commerce (Bldg. No. 3, Room No. 126 (Gha)), Bangladesh Secretariat, Dhaka; Or (c) Office of the Additional Divisional Commissioner (General), First 12-Storeyed Govt. Building, 2 nd Floor, Room No. 303, Segunbagicha, Dhaka.	From 19-10-2023 to 09-11-2023 up to 2:00 pm.	(a) All submitted tender/applications (on-line and hard copy) related to different categories of Pavilions/Stalls/Restaurant as under serial No. 1 of this table will be opened in the Conference Room of EPB before the bidders/their representatives (if any) at 3:00 PM on 09-11-2023. (b) All tender/applications form/schedules will be available from 19-10-2023 in the website: www.epb.gov.bd / Facebook page: www.facebook.com/epb.gov.bd or can be collected directly from the offices specified in this table. (c) The hardcopy/printed filled in tender/applications shall be submitted in the tender box kept in the said offices directly or by post within the specified date and time mentioned in this table.
2	Foreign Pavilion (FP), Foreign Mini Pavilion (FMP), Foreign Premier Stall (FPS), Reserved Mini Pavilion (RMP), Reserved Stall (RS), General Stall (GS)	(a) Finance Section or Office of Secretary, EPB, 1, Kawran Bazar, TCB Bhaban (4 th Floor), Dhaka-1215; Or (b) Office of the Additional Divisional Commissioner (General), First 12-Storeyed Govt. Building, 2 nd Floor, Room No. 303, Segunbagicha, Dhaka.	From 19-10-2023 to 09-11-2023 up to 2:00 pm.	(a) Finance Section or Office of Secretary, EPB, 1, Kawran Bazar, TCB Bhaban (4 th Floor), Dhaka-1215; Or (b) Office of the Additional Divisional Commissioner (General), First 12-Storeyed Govt. Building, 2 nd Floor, Room No. 303, Segunbagicha, Dhaka.

For Online Application/Tender:

(H) (1) Filled in tender/applications shall be submitted through e-mail: ditf@epb.gov.bd within the same time and date mentioned in the above table as per categories of said Pavilions and Stalls;
(2) Tender/applications submitted or received after the date and time mentioned in the above table shall not be treated as acceptable.

Other Conditions for both Local & Foreign Participants :

(I) (1) Money deposited for Security of Local and Foreign allottees will be refundable at the end of the fair period subject to the fulfillment of the terms and conditions mentioned in the Application form, schedules, allotment letter and in the advertisement;
(2) Applicants not selected for allotment of Pavilion/Stalls by the fair authority will get back the money deposited for Security at the end of the fair;
(3) After final selection, non-participation or unwilling to complete the allotted work, applicants shall result in forfeiture of their Security Deposit;
(4) No tender/application will be acceptable if it is not accompanied with required documents mentioned in the advertisement and schedules;

(5) Selected participants will be required to submit the deposit slip of the rent in full amount plus applicable VAT and Tax in favor of **DHAKA INTERNATIONAL TRADE FAIR FUND** within 07(Seven) days from the date of issuance of primary allotment letter in the respective Bank Account (BRAC Bank for Local Participants and PRIME Bank for Foreign Participants);

(6) Participants, except for manufacturer, will only be allowed to display only one product group approved by the fair authority. Product groups defined by the fair authority shall be treated as final;

(7) Local participants will not be allowed to sell or exhibit imported foreign commodities and goods without valid customs documents;

(8) Commodities and goods made in Bangladesh shall not be displayed or sold in foreign pavilion/stall in DITF-2024.

(9) Exhibitors can only sell or display products approved by the fair authority;

(10) Illegal/un-approved/commodities and goods detrimental to health shall not be displayed or sold in DITF-2024;

(11) Name or brand or logo or sign owned by other organizations/enterprises/companies shall not be used or displayed in signboard or banner/festoon of stall/pavilion/restaurant of any allottee enterprise/company in DITF-2024. Otherwise, legal actions will be taken against them;

(12) Applicants for Restaurant and Premier Mini Restaurant, in addition to the documents referred to in clause 'D', will be required to sell food and drinks as per approved rate and price determined by the fair authority. In this connection, a written undertaking has to be provided on Tk.300/- worth Non-Judicial Stamp along with the Application form. The applicant must be a professional restaurant-owner/food supplier and should have appropriate license for running a restaurant or supplier of food;

(13) Two attested photographs of the applicant have to be affixed at the top right corner of the downloaded Applications form. A scanned copy of the applicant's photograph has to be attached to the on-line Application;

(14) An applicant can apply for more than one item/category of spaces but the fair authority reserves the right to allot only one product group;

(15) Submission of fake documents with Application form will be subject to the forfeiture of security deposit and cancellation of allotment along with other penalties as per existing law;

(16) Finally selected applicants shall not be allowed to transfer the possession of Pavilion, Stall, Restaurants etc. through power of attorney to anybody at any cost. In case of non-compliance of this rule, the security deposit and rent will be forfeited and allotment will also be cancelled;

(17) Any entrepreneur or enterprise/company declared unfit to participate in DITF activities or black listed by EPB will not be eligible to submit any application/tender;

(18) The selected owner of best Stalls/Pavilions will be awarded Trophy as per decision of the fair authority;

(19) If the duration of DITF-2024 is extended, allottee enterprises/companies/participants shall have to pay additional rent/royalty for the extended period proportionately;

(20) Participants will only be allowed to decorate the already built-in Shell Scheme booth/stalls in Hall-A & B of BCFCF allotted to them by the fair authority. No other construction work including any sort of digging into the floor of the hall in this respect will be allowed;

(21) Incomplete tender/application will not be acceptable;

(22) **The fair authority reserves the right to accept or reject any or all applications without showing any reason;**

(23) **The fair authority reserves the right to change the date & time of the fair without showing any reason;**

(24) **Also, the fair authority reserves the right to cancel this advertisement and entire tendering process without showing any reason whatsoever.**

Secretary (Deputy Secretary)
Export Promotion Bureau, Bangladesh
&
Director

28th Dhaka International Trade Fair-2024 Secretariat
TCB Bhaban, 1, Kawran Bazar, Dhaka-1215, Bangladesh
Phone: 02-55013420, PABX 02-9144822-24, 8180084, 8180087, 8180090, Extension No.-114, Fax: 880-2-55014024
www.epb.gov.bd / E-mail: secy@epb.gov.bd / Facebook: www.facebook.com/epb.gov.bd