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**Inviting Applications/Tenders for Allotment of Pavilions/Stalls/Restaurants' spaces**

The month long 29<sup>th</sup> Dhaka International Trade Fair (DITF)-2025 will be held at Bangladesh-China Friendship Exhibition Center (BCFEC) at Purbachal from 01 January, 2025. Applications/Tenders are invited from interested local and foreign companies/firms/entrepreneurs/businessmen/sole proprietors/organizations, government and non-government organizations for allotting/allocating spaces following different categories of pavilions/restaurants/stalls/corner of DITF-2025:

**Application/Tender Submission Procedure:**

**1. Online Application/Tender:**

- 1.1 Application/Tender Submission Link: <http://services.mincom.gov.bd/portal/ditf>
- 1.2 Application/Tender Submission Start Date: 01.11.2024 & Closing Date & Time: 17.11.2024, 05:00 p.m. (local time)

**(A) Type/category, Size, Processing Fee, Floor Rate/Rent/Royalty of Pavilion/Restaurant/ Stall (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)	(65x36)	Tk. 20,000/-	Tk. 22,00,000/-
2	Premier Pavilion (PP) (Category-B)	(50x50)	Tk. 20,000/-	Tk. 21,00,000/-
3	Premier Pavilion (PP) (Category-C)	(56x36)	Tk. 20,000/-	Tk. 21,00,000/-
4	General Pavilion (GP)	(36x36)	Tk. 21,000/-	Tk. 15,00,000/-
5	Premier Mini Pavilion (PMP)	(36x17)	Tk. 14,000/-	Tk. 11,00,000/-
6	Premier Restaurant (PR)	(50x50)	Tk. 16,000/-	Tk. 17,00,000/-
7	Premier Mini Restaurant (PMR)	(20x20)	Tk. 12,000/-	Tk. 6,50,000/-
8	Premier Stall (PS)	(20x20)	Tk. 7,000/-	Tk. 4,50,000/-
9	Premier Mini Stall (PMS)	(20x10)	Tk. 7,000/-	Tk. 3,30,000/-
10	General Stall (GS)	(20x20)	Tk. 7,000/-	Tk. 4,00,000/-
11	Coffee Shop (CS)	(20x20)	Tk. 7,000/-	Tk. 4,00,000/-

**1.3. Security Deposit (Pavilions/Restaurants/Stalls/Coffee Shops as in Table-"A"):**

Applicants/tenders shall deposit an amount equal to 25% (twenty-five percent) of the quoted price/rent (highest quoted price/rent in case of multiple choices) in advance as Security Deposit (refundable) along with the applications/tenders through "Sonali Payment Gateway" of Sonali Bank PLC (Counter Payment/Account Payment/Mobile Financial Service(MFS)& Card).

**1.4. Instructions regarding online payment:**

- Online applicants/tenders can complete payment process through "Sonali Payment Gateway" of Sonali Bank PLC;
- The applicant/tender can complete the payment process through his/her own Card, Account, Internet banking, Mobile banking and Counter Payment. But, Bank limit is a must for Card, Account/Counter Payment. Payment process can be completed through Counter Payment if there is an available limit for Counter, Card and Account Payment;
- In case of online payment, limit for the amount equal to the quoted rate/rent needs to be approved by the concerned bank before the payment is made;
- In case of Counter Payment, applicant is to select the Counter option, download/collect the Counter voucher and can complete the payment process within 03 (three) working days at any branch of Sonali Bank PLC. Otherwise, payment will be considered as canceled. Application will be automatically submitted and confirmed through the mobile message as soon as the payment is made;
- In case of mobile banking, transaction above tk.03 (three lakh), as fixed by the government, cannot be made.

**2. Manual/E-mail Application/Tender:**

- 2.1 Application/Tender Submission Start Date: 01.11.2024
- 2.2 Application/Tender Submission Closing Date & Time: 17.11.2024, 05:00 p.m. (local time)
- 2.3 Place/means of receiving Application/Tender form/schedule: Application form/tender schedule can be collected directly from EPB Admin. Section and DITF Secretariat (from 03.11.2024) or from Website: [www.epb.gov.bd](http://www.epb.gov.bd) and Facebook: [www.facebook.com/epb.gov.bd](http://www.facebook.com/epb.gov.bd)
- 2.4 Place of submission of Application/Tender: (a) Office of the Secretary (Deputy Secretary), EPB, Dhaka (b) Ministry of Commerce (Building # 03, Room # 127), Bangladesh Secretariat, Dhaka (c) Office of the Additional Divisional Commissioner (General) (1st 12 storied Govt. Building, Room # 303, Segunbagicha, Dhaka). Filled in application/tender can be submitted directly via e-mail: [ditf@epb.gov.bd](mailto:ditf@epb.gov.bd) or by post/courier service. However, applications/tenders submitted/received after stipulated date and time shall be treated void/unacceptable.

**(B) Type/category, Size, Processing Fee, Floor Rate/Rent/Royalty 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)	(36x36)	US \$ 400.00	US \$ 19,000.00
2	Foreign Mini Pavilion (FMP)	(36x17)	US \$ 270.00	US \$ 10,000.00
3	Foreign Premier Stall (FPS)	(20x20)	US \$ 135.00	US \$ 7,000.00

**2.5 Security Deposit (Pavilions/Stalls as in Table-"B"):**

Applicants/Tenders interested in obtaining allotment of spaces of FP, FMP and FPS shall deposit foreign currency amounting to 25% (twenty-five percent) of the quoted price/rent/floor rate in advance as Security Deposit along with the Applications/Tenders 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: PRBLDDHH010

**(C) Type/category, Size, Processing Fee, Floor Rate/Rent/Royalty of Reserved Mini Pavilion/ Stall (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)	(36x17)	Tk. 14,000/-	Tk. 11,00,000/-
2	Reserved Stall (RS)	(20x20)	Tk. 7,000/-	Tk. 4,50,000/-
3	Reserved Mini Stall (RMS)	(18x18)	Tk. 6,000/-	Tk. 2,50,000/-
4	Sourcing Corner (SC)	(20x20)	Tk. 7,000/-	Tk. 4,00,000/-

**2.6 Security Deposit (Local Applicants for RMP/RS/RMS/SC as in Table-"C"):**

Applicants/Tenders shall deposit money amounting to 25% (twenty-five percent) of the quoted price/rent/floor rate (as applicable) in advance as Security Deposit along with the Applications/Tenders 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

**3. Papers/documents to be submitted by Local Applicants/Online/manual/E-mail applications/tenders:**

Applications/tenders shall be submitted along with scanned copies of deposit slip of processing fee and security money, valid and up-to-date trade license, NID, VAT registration certificate, up-to-date Income Tax clearance certificate for the tax assessment year 2023-2024, 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 documents.

**4. Papers/documents to be submitted by Foreign Applicants/tenders:**

- Duly filled in application/tender forms downloaded from Dhaka International Trade Fair service box of EPB's website: [www.epb.gov.bd](http://www.epb.gov.bd) along with required documents can be sent through e-mail ([ditf@epb.gov.bd](mailto:ditf@epb.gov.bd)). In case of any difficulty due to unavoidable circumstances, duly filled-in Application/tender forms can also be submitted along with required documents by Fax/Courier service/Postal services.
- All online (e-mail: [ditf@epb.gov.bd](mailto:ditf@epb.gov.bd)) applications/tenders shall 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.
- 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.
- 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.

**5. Reserved Pavilion/ Stall Allotment Process:**

A few numbers of Mini Pavilions/Stalls/Sourcing Corners shall be kept reserved for allotting among the government/semi-government/autonomous bodies/organizations/scheduled banks, recognized trade associations/bodies, women entrepreneurs etc. Applications for these reserved pavilions/stalls/sourcing corners will be scrutinized and successful/valid applicants will be allotted these pavilions/stalls/sourcing corners at the floor rate/price. In this regard, decision to be made by the Fair Authority will be considered final.

**7. Place, date & time for opening Applications/tenders:**

All applications/tenders shall be opened on 20.11.2024 at 03:30 p.m. at the Conference Room of EPB (TCB Bhaban, 1Kawan Bazar, Dhaka-1215) in the presence of applicants/tenders (if any).

**8. General Terms & Conditions:**

- Premier Pavilion, Premier Mini-Pavilion, General Pavilion, Premier Restaurant, Premier Mini Restaurant, Premier Stall, Premier Mini-Stall, Coffee Shop, Foreign Pavilion, Foreign Mini Pavilion, Foreign Premier Stall will be available for auction for allotting them in favor of the highest bidders subject to fulfilling all terms & conditions.
- General Stalls will be allotted among the eligible applicants/tenders by lottery. However, 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 priority;
- Location map, number and quantity of Pavilion, Mini-Pavilion, Stall, Restaurant etc. will be available in DITF-2025 Master Lay-Out Plan kept at DITF Secretariat and will also be available in the website: [www.epb.gov.bd](http://www.epb.gov.bd) and Facebook page: [www.facebook.com/epb.gov.bd](http://www.facebook.com/epb.gov.bd);
- The quoted rate/price shall not be less than that of "Floor Rate" as stated in table(A), table (B) and table (C). Applicants/tenders 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;
- Participants, except for manufacturers, 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;
- Finally selected applicants shall not be allowed to transfer the possession of Pavilion, Stall and 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;
- Companies/firms/entrepreneurs/businessmen/sole proprietors/organizations are not entitled to participate in the application/tender/bidding activities of DITF-2025 if they had not paid full amount of money, which was outstanding for previous DITFs and such applicants will not be allotted any space of DITF-2025;
- Name or brand or logo or sign owned by other organizations/enterprises/companies shall not be used or displayed in signboard or banner/rectoon of stall/pavilion/restaurant of any participating enterprise/company/entity in DITF-2025. Otherwise, legal actions will be taken against them.

**9. Other Conditions for both Local & Foreign Participants:**

- Money deposited for Security of Local and Foreign participants 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.
- 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;
- After final selection, non-participation or unwilling to complete the allotted work, applicants shall result in forfeiture of their Security Deposit;
- Selected participants will be required to submit the deposit slip of the rent/quoted price 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 Accounts;
- Local participants will not be allowed to sell or exhibit imported foreign commodities and goods without valid customs documents;
- Applicants for Restaurant and Premier Mini Restaurant, in addition to the documents referred to in clause-3 (Papers/documents to be submitted by Local Applicants) 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;
- 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;
- Commodities and goods made in Bangladesh shall not be displayed or sold in foreign pavilion/stall in DITF-2025;
- Illegal/un-approved/commodities and goods detrimental to health shall not be displayed or sold in DITF-2025;
- Exhibitors can only sell or display products approved by the fair authority;
- 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;
- No food item(s) shall be allowed to sell in other stalls or pavilions than in Restaurant/food stall of DITF-2025. Provided that, on the basis of application of any enterprise/company/participant, the fair authority may allow to sell such item(s) in other stalls or pavilions or in any other space of DITF-2025 premises if it considers those are necessary or logical. In this regard, the decision of the fair authority shall be considered final;
- The selected owner of best Stalls/Pavilions will be awarded as per decision of the fair authority;
- If the duration of DITF-2025 is extended, participating enterprises/companies/entities shall have to pay additional rent/royalty for the extended period proportionately;
- Participants will only be allowed to decorate the already built-in Shell Scheme booth/stalls in Hall-A & B of BCFEC 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;
- No tender/application will be acceptable if it is not accompanied with required documents mentioned in the advertisement and schedules/incomplete tender/application will not be acceptable;
- 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;
- All money (processing fees/rents) required for depositing in the Fair Fund, shall be deposited by filling the specified "Deposit Slip" downloaded from the website [www.epb.gov.bd](http://www.epb.gov.bd)/Facebook page: [www.facebook.com/epb.gov.bd](http://www.facebook.com/epb.gov.bd). Otherwise, the claim of deposit of money in the Fair Fund shall not be acceptable;
- All taxes, duties etc. imposed by the Government must be complied with by the participants on their sale in respective pavilion, restaurant, stalls etc.;
- The fair authority reserves the right to accept or reject any or all applications without showing any reason;
- The fair authority reserves the right to change the date & time of the fair without showing any reason;
- Also, the fair authority reserves the right to cancel this advertisement and entire tendering process without showing any reason whatsoever.

Secretary (Deputy Secretary) EPB

Director, 29<sup>th</sup> Dhaka International Trade Fair-2025 Secretariat  
 TCB Bhaban, 1, Kawran Bazar, Dhaka-1215, Bangladesh

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