



24th Dhaka International Trade Fair (DITF) - 2019

Export Promotion Bureau, Dhaka.

www.epb.gov.bd/ E-mail : secy@epb.gov.bd/ Facebook: Dhaka International Trade Fair-EPB



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

24th Dhaka International Trade Fair (DITF)-2019 will be held at Sher-e-Bangla Nagar, Dhaka (West side of Bangabandhu International Conference Centre) during 09th January-08 February, 2019. Tender/applications are invited from interested Local/Foreign, Government and Non-government Companies/firms/Organizations/Sole Proprietors for getting/awarding allotment of space for Pavilion, Stall and Restaurant in DITF-2019.

How to get Application form: Interested participants may apply on-line through www.epb.gov.bd/ Facebook: Dhaka International Trade Fair-EPB/ E-mail: secy@epb.gov.bd or by using of downloaded hardcopy of application forms/schedules from that website.

Particulars/descriptions of allottable Pavilion/Stall/Restaurants are following :

(A) Space, Rents, processing fee, Charges/ Floor rates of Pavilion/Stall/Restaurant (Local & Foreign) :

Serial No	Type/Category of Pavilion/Stall/Restaurants	Size	Application Processing Fee (Including VAT & Tax)	Floor Rate (Lowest Price of Rent/ Royalty)
1	General Pavilion (GP)	(50'x50')	Tk. 20,625/-	Tk. 11,00,000/-
2	Reserved Pavilion (RP)	(50'x50')	Tk. 20,625/-	Tk. 11,00,000/-(Fixed)
3	Premier Pavilion (PP)	(50'x50')	Tk. 20,625/-	Tk. 16,50,000/-
4	Foreign Pavilion (FP)	(50'x50')	US \$ 406.00	US \$ 15,000 (Fixed)
5	General Mini-Pavilion (GMP)	(25'x25')	Tk. 15,625/-	Tk. 6,00,000/-
6	Reserved Mini Pavilion (RMP)	(25'x25')	Tk. 15,625/-	Tk. 6,00,000/-(Fixed)
7	Premier Mini-Pavilion (PMP)	(25'x25')	Tk. 15,625/-	Tk. 8,50,000/-
8	Foreign Mini-Pavilion (FMP)	(25'x25')	US \$ 281.00	US \$ 8,000 (Fixed)
9	Restaurant	(50'x50')	Tk. 16,250/-	Tk. 13,00,000/-
10	Premier Stall (PS)	(18'x20')	Tk. 8,125/-	Tk. 4,40,000/-
11	Foreign Premier Stall (FPS)	(18'x20')	US \$ 150.00	US \$ 5,700 (Fixed)
12	General Stall (GS)	(15'x20')	Tk. 8,125/-	Tk. 2,10,000/-(Fixed)
13	Food Stall (FS)	(15'x20')	Tk. 8,125/-	Tk. 2,50,000/-(Fixed)

(B) **Papers & documents to be submitted by Local Applicants:** On-line tender/applications shall be submitted along with scanned copy of deposit slip of processing fee and security money, scanned copies of valid and up-to-date Trade license, VAT Registration Certificate, up-to-date income Tax clearance Certificate for the tax assessment year 2017-2018, up-to-date Bank Solvency Certificate and Membership Certificate of Chamber/Trade Association (if applicable). In case of downloaded application form necessary documents shall be submitted with the tender/application. Original documents shall be submitted during scrutinizing the submitted applications/tender papers.

(C) **Papers & documents to be submitted by Foreign Participants:**

- (1) Application must be submitted through on-line by foreign participants. In case of any difficulty/problem for unavoidable circumstances, downloaded application forms can also be submitted along with required documents by Fax/Courier service/Post.
- (2) All on-line applications should be submitted through concerned Bangladesh Missions abroad or through missions of their own country in Dhaka along with scanned copies of deposit slip of 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 they do not have their own Missions in Dhaka, will have to apply through Government/Chamber/Trade Bodies of their own country.

(D) **Reserved Pavilion/Stall Allotment Process:**

Few Pavilion, Mini-Pavilion and Stalls will be kept reserved for allocation among the foreign participants, Government/Autonomous Bodies, Banks, organization, women entrepreneurs, recognized business body etc. Other participants will not be entitled to apply for those Reserved Pavilions and Stalls.

(E) If foreign participants are not available, the vacant Foreign Stalls/Pavilions would be allocated to local participants. In this regard, the decision would be finalised by fair authority.

(F) **General terms & Conditions :**

- (1) The Pavilion and Stalls of the lay-out plan (other than the Reserved and Foreign Pavilion/ Mini-Pavilion) will be earmarked as Premier Pavilion / Premier Mini-Pavilion/ Premier Stall, Restaurant and General Pavilion/General Mini-Pavilion. General traders will be eligible to participate in the auction for these categories.
- (2) General Traders may also apply for General Stalls and Food Stalls, Exporters, Manufacturers, Manufacturing Associations, Government/Autonomous Bodies, Chambers/Trade Associations, Banks & Assemblers will be given preference for allotment of GS.
- (3) Location map and numbers of Pavilion, Stall and Restaurant will be available in DITF-2019 Master Plan kept at EPB Fair Secretariat and will also be available in www.epb.gov.bd/ Facebook: Dhaka International Trade Fair-EPB/ E-mail : secy@epb.gov.bd
- (4) The quoted rate shall not be below the aforementioned "Floor Rate" in clause (A) and applicants should quote the rate in order of preference. Successful/selected bidder will have to pay 15% for VAT & 5% 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 for Premier Pavilion, General Pavilion, Premier Mini-Pavilion, General Mini-Pavilion, Restaurant and Premier Stalls will be given to the highest bidders. Allotment of space to applicants for 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, Food Stall will remain fixed which are mentioned in clause 'A' and allocation of Foreign Pavilion, Foreign Mini-Pavilion and Foreign Premier Stall will be made randomly or by lottery as decided by Fair Authority at floor price.
- (7) The enterprises or persons/participants are not entitled to participate in the tender/bidding activities of DITF-2019, if they had not paid full amount of money, which was outstanding for previous DITF's and such applicants will not be allocated any Pavilion/Stall/Restaurant of DITF-2019.
- (8) All money, which is necessary for deposit in Fair Fund, shall be deposited filling the specified "Deposit Slip" Form, downloaded from www.epb.gov.bd/ Facebook: Dhaka International Trade Fair-EPB. Otherwise, the claim of deposit of money in the Fair Fund shall not be acceptable.
- (9) No Food item shall be allowable to sell except in Restaurant or Food Stall of DITF-2019 premise. Provided that, on the basis of application of any enterprise, the fair authority may allow to sell such items in others stall or pavilion or premise of DITF-2019 if it considers those are necessary or logical. In this regard, the decision of the Fair Authority shall be final.
- (10) All taxes, duties etc. imposed by the Government, must be complied with by the participants on their sale in respective Pavilion, Restaurant and Stalls.

(G) **Security Deposit:**

(1) **For Local Participants:**

Participants interested for obtaining allotment of PP, PMP, GP, GMP, RP, RMP, GS, FS, PS & Restaurant shall deposit money amounting to 40% (Forty 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),
• S/N D A/C No: 1501102485103001

(2) **For Foreign Participants:**

(1) Security money for Foreign Pavilion is US \$ 4,200 (Four thousand Two hundred US dollar), for Foreign Mini-Pavilion is US \$ 2,000 (Two thousand US dollar) and for Foreign Premier Stall US \$ 1,500 (One thousand five hundred) only.
(2) Security money of the foreign participants shall be deposited 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 C/A, Dhaka-1215.
- A/C No: 11351130020437
- Swift Code No: PRBLDDH010

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

(1) **For filled in Hardcopy/Printed Application/Tender :**

Serial No	Name/Category of Stall/Pavilion	Place of Submission of Tender/Application	Date and Time of Submission of Tender/Application	Special Information
1	Premier Pavilions, General Pavilions, Premier Mini-Pavilions, Restaurant and Premier Stalls.	(a) Office of Secretary, EPB, 1, Kawran Bazar, TCB Bhaban (4 th Floor), Dhaka-1215; Or (b) Ministry of Commerce (Bldg. No. 3, Room No. 126 (Ga)), Bangladesh Secretariat, Dhaka; Or (c) Office of the Additional Divisional Commissioner (General), First 12-Storey Govt. Building, 2 nd Floor, Room No. 303, Segunbagicha, Dhaka.	From 02/10/2018 to 24/10/2018 during office period and on 25/10/2018 up to 2.00 pm.	(a) All submitted tender/applications (on-line and hardcopy), related to Stalls/Pavilions of serial no - 1 categories of this table will be opened in the Conference Room of EPB before the bidders/their representatives (if any) at 4:30 PM on 25/10/2018. (b) All application/ tender form/ Schedule form will be available and can be collected from www.epb.gov.bd/ Facebook: Dhaka International Trade Fair-EPB/ E-mail: secy@epb.gov.bd as well as from the said offices directly. (3) The hardcopy /printed filled in tender application 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	General Stalls, Food Stalls, Reserved Pavilion, Reserved Mini-Pavilion, Foreign Pavilion, Foreign Mini-Pavilion and Premier Stall.	(a) Finance Section of Office of Secretary, EPB, 1, Karwan Bazar, TCB Bhaban (4 th Floor), Dhaka-1215; Or (b) Office of the Additional Divisional Commissioner (General), First 12-Storey Govt. Building, 2 nd Floor, Room No. 303, Segunbagicha, Dhaka.	From 02/10/2018 to 28/10/2018 during office period.	

(2) **For Online Application/Tender :**

Filled in online applications/tender of the above all categories shall be submitted in www.epb.gov.bd/ E-mail: secy@epb.gov.bd within the same time and date, mentioned in the above table as per categories of said Stalls and Pavilions.

(3) Applications/tenders, submitted or received after the date and time, mentioned in the above table, shall not be treated as acceptable.

(1) **Other Conditions for both Local & Foreign Participants :**

- (1) The 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 stalls/Pavilion 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 application/tender 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 (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) Participants, except a manufacturer, will only be allowed to display only one product group approved by the authority. Product Groups defined by the Fair Authority shall be treated as final.
- (6) Local participant will not be allowed to sell or exhibit imported foreign goods without valid customs documents;
- (7) Commodity and goods, made in Bangladesh, shall not be displayed or sold in foreign pavilion/stall in DITF-2019.
- (8) Exhibitors can only sell or display products approved by the authority.
- (9) Illegal/un-approved/detrimental goods and commodities shall not be displayed or sold in DITF-2019.
- (10) Name or brand or logo or sign, owned by other organization/enterprises, shall not be used or displayed in signboard or banner/festoon of stall/pavilion/restaurant of any allottee enterprise in DITF-2019. Otherwise legal actions will be taken against them.
- (11) Applicants for Restaurant and Food Stall, in addition of the documents referred to in clause "B", 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/- 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.
- (12) 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 with the on-line applications;
- (13) An applicant can apply for more than one item but the fair authority reserves the right to allot only one product group.
- (14) Submission of fake documents with application form will be liable for forfeiture of security deposit and cancellation of allotment along with other penalties as per existing law.
- (15) Finally selected applicants shall not be allowed to transfer the possession of Stall, Pavilion, Restaurants, through power of attorney to anybody at any cost. In case of non-compliance of this rule, the security money and rent will be forfeited and cancellation of allotment.
- (16) Any entrepreneur or enterprise which had been declared unfit to participate in DITF activities or has been black listed by Export Promotion Bureau will not be eligible to submit application/tender.
- (17) The selected owner of best Stalls/Pavilion will be awarded Trophy as per decision of the Fair Authority.
- (18) 3(two) allottee enterprises may be awarded Trophy for payment of highest VAT to Govt. treasury against conducting business in DITF-2019 up to 5:00 PM of immediate previous day of the end of the fair. These VAT related information will/may be collected from VAT office at fair premise.
- (19) No item of products or commodities, other than food items, shall be allowable to sell or display in Restaurant or in Food Stalls of DITF-2019 premise.
- (20) If the duration of DITF-2019 is extended, allottee enterprises shall have to pay additional rent/royalty for the extended period proportionately.
- (21) Incomplete application/tender will not be acceptable.
- (22) The Fair Authority reserves the right to accept or reject any or all applications without showing any reason.

Abu Hena Morshed Zaman
(Joint Secretary) 02/10/18

Secretary, Export Promotion Bureau, Bangladesh

Director

24th Dhaka International Trade Fair-2019 Secretariat

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