




**Bangladesh Hi-Tech Park Authority**  
Information & Communication Technology Division  
Ministry of Posts, Telecommunications and Information Technology  
ICT Tower, Agargaon, Dhaka-1207  
[www.bhtpa.gov.bd](http://www.bhtpa.gov.bd)

**INVITATION FOR TENDER**

1.	Ministry	Ministry of Post, Telecommunication & Information Technology
2.	Division	Information and Communication Technology Division
3.	Agency	Bangladesh Hi-Tech Park Authority
4.	Procuring Entity Name	Bangladesh Hi-Tech Park Authority
5.	Procuring Entity District	Dhaka
6.	Invitation for	Non-Consulting Services for Selection of Event Management Firm for Organizing Digital Device & Innovation Expo 2025.
7.	Invitation Ref No	56.02.0000.014.18.002.25-99
8.	Date	07 May 2025
<b>KEY INFORMATION</b>		
9.	Procurement Method	Open Tender Method (OTM)
<b>FUNDING INFORMATION</b>		
10.	Budget and Source of funds	Government of Bangladesh (GoB)
<b>PARTICULAR INFORMATION</b>		
11.	Project/Program Code	N/A
12.	Project/Program Name	N/A
13.	Tender Package No:	BHTPA-RS-13
14.	Tender Package Name	Selection of Event Management Firm for Organizing Digital Device & Innovation Expo 2025.
15.	Tender Publication Date	May 08, 2025
16.	Tender Last Selling Date	May 21, 2025 up to 05:00 PM
17.	Tender Closing Date and Time	May 22, 2025; 1:30 PM
18.	Tender Opening Date and Time	May 22, 2025; 2:30 PM
19.	Place of Selling/Receiving/ Opening Tender documents	Bangladesh Hi-Tech Park Authority ICT Tower (Floor-9 <sup>th</sup> ) 14/X Agargaon, Sher Bangla Nagar, Dhaka 1207
<b>INFORMATION FOR APPLICANT</b>		
20.	Brief Eligibility and Qualification of Tenderer	<ul style="list-style-type: none"> <li>▪ The tenderer shall have a minimum 10 (Ten) year of General Experience in event management and related service to the Government/Multinational companies/Private entities.</li> <li>▪ The tenderer shall have the experience of at least 05 (Five) Govt. Contract successfully completed within last 03 (Three) years' worth BDT 1.00 (One crore).</li> <li>▪ The tenderer shall have Updated Trade License (Up to Date), Updated Income Tax clearance (Up to Date) certificate, VAT registration certificate and TIN Certificate (Up to Date).</li> <li>▪ Must have audit report of the last previous 03 years.</li> <li>▪ Yearly turnover of the firm shall be at least BDT 2.00 crore.</li> <li>▪ Valid document of Annual Turnover at least BDT 2 (Two) Crore</li> <li>▪ Tenderers shall have valid Bank account and minimum account of liquid assets i.e. working capital or credit lines shall be Taka 1.00 (One) Crore.</li> <li>▪ Other eligibility and qualification criteria outline in the tender documents and PPR-2008.</li> </ul>
21.	Brief description of services	Organizing Event, booths set up and construction, supply printing & publications materials, Food, Venue Branding and Decoration, Outdoor branding, Digital Promotions & Media Activities for Digital Device &

		Innovation Expo 2025. Terms of Reference (ToR) are available at <a href="http://www.bhtpa.gov.bd">www.bhtpa.gov.bd</a>
22.	Price of Tender Document.	BDT. 1000.00 (One thousand taka) non-refundable
23.	Tender security	The amount of the Tender Security shall be for BDT. 4.00 lakh (Four lakh) in the form of Pay Order in favor of the <b>"Managing Director, Bangladesh Hi-Tech Park Authority"</b> .
<b>PROCUREMENT ENTITIY DETAILS</b>		
24.	Name of Official Inviting Tender	Managing Director, Bangladesh Hi-Tech Park Authority
25.	Designation of Official Inviting Tender	Managing Director, Bangladesh Hi-Tech Park Authority
26.	Address of official Inviting Tender	Bangladesh Hi-Tech Park Authority Information and Communication Technology Division ICT Tower (Floor-2) 14/X Agargaon, Sher Bangla Nagar, Dhaka 1207
27.	Contact details of Official inviting Tender	1. Director (Investment), email: <a href="mailto:d.invest@bhtpa.gov.bd">d.invest@bhtpa.gov.bd</a> 2. Deputy Director (Investment), Phone: 55006954 email: <a href="mailto:hassanshahriar@yahoo.com">hassanshahriar@yahoo.com</a>
<b>The procuring entity reserves the right to accept or reject any of the tenders or annual the tender proceedings.</b>		

  
 (Shahriar Al Hassan)  
 Deputy Director (Investment)