

**Government of the People's Republic of Bangladesh**  
**Department of Information and Communication Technology**  
**Information and Communication Technology Division**  
**ICT Tower, Agargaon, Dhaka-1207**  
www.doict.gov.bd

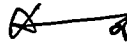
Memo No: 56.04.0000.000.008.23.0086.25.277

Date: 27.05.2025

**Invitation for Tender**

01	Ministry/Division	Information and Communication Technology Division			
02	Agency	Department of Information and Communication Technology (DoICT)			
03	Procuring Entity Name	Additional Director General, Department of Information and Communication Technology			
04	Procuring Entity District	Dhaka			
05	Invitation for	Hiring of Event Management Firm for Organizing Business Process Outsourcing (BPO) Summit Bangladesh 2025.			
06	Invitation Ref No	56.04.0000.000.008.23.0086.25.277			
07	Date	27.05.2025			
<b>KEY INFORMATION</b>					
08	Procurement Method	Open Tendering Method (Non-Consulting Service)			
<b>FUNDING INFORMATION</b>					
09	Budget and Source of Funds	GoB			
<b>PARTICULAR INFORMATION</b>					
10	Project/Program Code	Not Applicable			
11	Project/Program Name	Hiring of Event Management Firm for Organizing Business Process Outsourcing (BPO) Summit Bangladesh 2025.			
12	Tender Package No.	Doict/2024-25/GR03			
13	Tender Package Name	Hiring of Event Management Firm for Organizing Business Process Outsourcing (BPO) Summit Bangladesh 2025.			
14	Tender Publication Date	27/05/2025			
15	Pre Tender Meeting Date and Time	01/05/2025; Time: 02:30 pm			
16	Tender Last Selling Date	15/06/2025; Time: 3:00 pm			
17	Tender Closing Date and Time	16/06/2025; Time: 12:30 pm			
18	Tender Opening Date and Time	16/06/2025; Time: 1:00 pm			
19	Name & Address of the office(s)	Director (Admin and Finance), Department of ICT, ICT Tower, Level-10, Agargaon, Dhaka			
20	Selling Tender Document (Principal)	Department of ICT, ICT Tower, Level 10, Agargaon, Dhaka			
<b>INFORMATION FOR TENDERER</b>					
21	Eligibility of Tenderer	<ul style="list-style-type: none"> <li>• The firm must have a minimum of <b>08 (Eight) years</b> of overall experience in organizing national events (indoor/outdoor) and related services in the <b>Govt /Private/Autonomous sector</b>.</li> <li>• The firm must have experience in organizing at least 02 (two) events with a minimum combined value of <b>BDT 85 (Eighty-Five) lac</b> within the last 03 (Three) years.</li> <li>• The firm must have <b>BDT 80 (Eighty) lac amounts of liquid assets, i.e., or credit line(s)</b> (As Prescribed Format).</li> <li>• The firm needs to submit an audit report for the last 03 (Three) consecutive years.</li> <li>• The firm should have a valid up-to-date Trade license, Tax clearance certificate, Certificate of Incorporation, BIN registration certificate and Bank Solvency certificate and related legal documents.</li> <li>• JVCA is not allowed.</li> <li>• Document demonstrating the management and operational capacity of the firm (Brochures, Company Profile and other documents describing company expertise, strength and experience and service similar assignments of project experience, availability of the relevant professional staff and experience among applicants' staff/resources to carry out this assignment).</li> <li>• Other eligibility and qualification criteria outlined in the tender document.</li> </ul>			
22	Brief Description of Services	Event management (Including arranging opening, closing, providing printing materials & other related service)			
23	Price of Tender Document (Tk)s	1000/- (One Thousand Taka) via Treasury Chalan Code no-1-2811-0000-2366, Director General, Department of ICT (Non-Refundable), The tender schedule can be collected from the Administration Wing of the Department of Information and Communication Technology (ICT Tower, Level-10 (11th Floor), Agargaon, Dhaka			
24	Package No	Identification of Package	Location	Tender Security Amount (Tk)	Completion Time
	Doict/2024-25/GR03	BPO Summit Bangladesh 2025 Event Management Opening, Closing and Printing Materials	Dhaka	2,50,000.00 (Two Lakh and Fifty Thousand only)	Within 05 (Five) days after the contract agreement.
<b>PROCURING ENTITY DETAILS</b>					
25	Name of Official Inviting Tender	Md. Mahbub Alam (Deputy Secretary)			
26	Designation of Official Inviting Tender	Director (Admin and Finance)			

27	Address of Official Inviting Tender	Director (Admin and Finance), Department of ICT, Level-10, ICT Tower, Plot E-14/X, Agargaon, Shere-Bangla Nagar, Dhaka	
28	Contact details of Official Inviting Tender	Phone: +88-02-55006923	Email: director.admin@doict.gov.bd
The Procuring Entity reserves the right to reject all the Tenders or annual the Tender proceedings.			

  
27.5.2025  
Md. Mahbub Alam  
(Deputy Secretary)  
Director (Admin and Finance)