Government of the People's Republic of Bangladesh
Information and Communication Technology Division
National Cyber Security Agency
ICT Tower, Agargaon, Dhaka-1207
www.ncsa.gov.bd

Invitation for Tender

Memo No: 56.05.0000.000.013.07.00001.25-175 Date: 15.05.2025

01	Ministry/Division	Information and Communication Technology Division
02	Agency	National Cyber Security Agency (NCSA)
03	Procuring Entity Name	National Cyber Security Agency
04	Procuring Entity District	Dhaka
05	Invitation for	Cyber Brain 2025: A National Cyber Awareness and Brain Teaser Drive
06	Invitation Ref No	56.05.0000.000.013.07.00001.25-175
07	Date	15/05/2025
KEY INFORMATION		
08	Procurement Method	Open Tendering Method (OTM)
FUNDING INFOMATION		
09	Budget and Source of Funds	GoB
PARTICULAR INFORAMTION		
10	Project/Program Code	NA
11	Project/Program Name	Cyber Brain 2025: A National Cyber Awareness and Brain Teaser Drive
12	Tender Package No.	NCSA-BT-01
13	Tender Package Name	Cyber Brain 2025: A National Cyber Awareness and Brain Teaser Drive
14	Tender Publication Date	15/05/2025
15	Pre-Tender Meeting Date and Time	22/05/2025; Time: 11:00 am
16	Tender Last Selling Date	28/05/2025, Time: 3:00 pm
17	Tender Closing Date and Time	29/05/2025; Time: 2:30 pm
18	Tender Opening Date and Time	29/05/2025; Time: 3:00 pm
19	Name & Address of the office(s)	Director (Admin), National Cyber Security Agency, ICT Tower, Level-12, Agargaon, Dhaka
20	Selling Tender Document (Principal)	National Cyber Security Agency, ICT Tower, Level-12, Agargaon, Dhaka
21	NO CONDITIONS APPLY FOR SALE, PURCHASE OR DISTRIBUTION OF TENDER DOCUMENTS	
22	**INFORMATION FOR TENDERER**	
23	Eligibility of Tenderer	(1) Reputed event management and related Firms/Company/Organizations with overall minimum 10 (Ten) years of experience in organizing events, seminars, cultural events (indoor/outdoor) and related services or supplies as prime contractor. (2) The Firm must have a minimum experience of arranging at least 02 (Two) national/ international events within last 03 (Three) years, each with a value of at least BDT 1 crore (one crore) only. (3) The firm must have BDT 60 Lac (Sixty Lac) amounts of liquid assets, i.e., Bank Statement with solvency / credit lines with Bank or NBFI as prescribed format. (4) The firm must maintain a full-time team comprising key professionals, including but not limited to a Team Leader, Creative Director, Event Manager or equivalent, Strategy and Event Planning Manager, Media Manager, Marketing Manager, Event and Logistics Coordinator, Creative Graphics Designer, ICT Specialists, Event and Logistics Executives, and other relevant experts. A detailed list of these key personnel must be provided by the firm. (5) The firm should have yearly turnover of at least BDT 4.00 (four crore). (6) The firm should provide a declaration confirming that it has not been blacklisted in Bangladesh within the last 03 (Three) years. (7) The firm must submit updated audit-reports of last 03 (Three) consecutive years. (8) The firm must submit an affidavit declaring no involvement in major litigation with clients or government bodies over the past 05 (Five) years. (9) Certificate of Incorporation in the case of company. (10) Document demonstrating the management and operational capacity of the firm (brochures/company profile/other descriptive documents). (11) The firm should submit a detailed plan or standard operating procedure (SOP) outlining how it handles crowd management, emergency response,

		health & safety measures, and security management during large public or VIP-attended events. (12) The firm shall submit a list of major clients served over the past five (05) years, including concise descriptions of comparable assignments completed. Additionally, the firm must provide at least two (02) client references with contact details for verification purposes.
24	Brief Description of Services	**Cyber Brain 2025: A National Cyber Awareness and Brain Teaser Drive:** Seminar Management, Cyber Security Session, Quiz Competition, Brain Teaser, Branding & Promotion, Transportation & Entertainment and food, etc. (according to the standard tender document).
25	Price of Tender Document (Tk)s	**1000/- (One Thousand Taka) via Cash** (Non-Refundable), The tender schedule can be collected from the Administration Wing of the NCSA (ICT Tower, Level-12, Agargaon, Dhaka).

26	Package No	Identification of Package	Location	Tender Security Amount (Tk)	Completion Time in Weeks/Days
	NCSA-BT-01	Cyber Brain 2025: A National Cyber Awareness and Brain Teaser Drive	Dhaka	1,70,000.00 (One Lakh Seventy Thousand only)	Within 15 (Fifteen) days after the contract agreement.

27	Name of Official Inviting Tender	Farzana Afroz (Deputy Secretary)	
28	Designation of Official Inviting Tender	Director (Admin)	
29	Address of Official Inviting Tender	Director (Admin), NCSA, Level-12, ICT Tower, Plot E-14/X, Agargaon, Shere-e-Bangla Nagar, Dhaka	
30	Contact details of Official Inviting Tender	Phone: 01921255948	Email: diradmin@ncsa.gov.bd
31	The Procuring Entity reserves the right to reject all the Tenders or annul the Tender proceedings.		

Farzana
15.05.2025

Farzana Afroz (Deputy Secretary)
Director (Admin)