

Government of the People's of Republic of Bangladesh  
**SME Foundation**  
Level-6-7 (Parjatan Bhaban), E-5 C/1, West Agargaon  
Sher-e-Bangla Nagar Administrative Area, Dhaka - 1207

**Request for PPP Partnership Proposal**

1	Ministry/Division	Ministry of Industries
2	Procuring Entity Name	SME Foundation
3	Expressions of Interest for Selection of Event Management firm	Invitation to submit proposal from Event Management firm for the execution of 12 <sup>th</sup> National SME Product Fair-2025 in Public Private Fund Mechanism.
4	Title of Service	Expressions of Interest for Selection of Event Management firm for the execution of 12th National SME Fair 2025 in Public Private Fund Mechanism
5	EOI Ref No.	36.12.0000.000.008.31.0004-937 dated 26.08.2025
<b>KEY INFORMATION</b>		
6	Method of Selection	Proposal Invitation, Evaluation and Selection
<b>FUNDING INFORMATION</b>		
7	Budget and Source of Funds	Public and Private Fund
<b>PARTICULAR INFORMATION</b>		
8	EOI Publication Date	August 27, 2025
9	Last Date & Time of EOI	September 11, 2025; Time: 4:00 pm.
10	Place of EOI Submission	Managing Director SME Foundation Level-6-7 (Parjatan Bhaban), E-5 C/1, West Agargaon Sher-e-Bangla Nagar Administrative Area, Dhaka - 1207
<b>INFORMATION FOR APPLICANT</b>		
11	Brief Description of the Assignment	<p>SME Foundation has been arranging 'National SME Product Fair.' from the year 2012. By the succession of this program, SME Foundation has planned to organize a eight-day '12th National SME Products Fair 2025' in November 2025 at the Outer Pavement of Bangladesh China Friendship Conference Center (BCFCC) in Dhaka. The basic objective of the program is to promote the SME entrepreneurs and their enterprises all over the country who are contributing to the national economy through creating employment opportunities, producing import substitute and environment friendly products, creating and expanding international market opportunities for local products and showing attractive financial performance in their business. The specific objectives of the program are:</p> <ul style="list-style-type: none"> <li>a) Promotion and market expansion of SME products at local and international level to enhance sales and product quality</li> <li>b) Linkage between buyers and sellers</li> <li>c) Feedback from the consumers regarding quality and new product/service development.</li> </ul> <p>The final event of the program, '12th National SME Product Fair 2025' has been planned to organize at Bangladesh China Friendship Conference Center (BCFCC), Dhaka on 4-11 November, 2025 (tentative schedule). To organize the program an outsourcing company (Event Management Firm) will be appointed based on <b>public-private partnership</b>. The outsourcing company will organize the fair in accordance with the guidelines, terms, and standards set by the Foundation. The entire cost of</p>

		<p>organizing the fair will be borne by the outsourcing company. In this regard, SME Foundation will have no financial involvement or liability. The outsourcing company will independently organize the fair by raising funds through sponsorships, advertisements, or any other legitimate means, and all expenses of the fair will be covered from these funds. Institutional support will be provided by SME Foundation for this purpose. In case of expenditure over income, the deficit amount must be paid/ compensated by the event management company. However, in case of income over expenditure, the surplus amount will be shared between the SME Foundation and the event management company at a predetermined ratio.</p> <p>SMEs from all over the country will display their products in 350 stalls with jute and leather products, footwear, handicraft, agro-processed items, Fashion design, cosmetics, electronic goods etc. and products made by SMEs in the hilly areas. 20 government and non-government organizations/institutions providing services to entrepreneurs and 25–30 banks and non-bank financial institutions will also participate in the event. The fair will feature a dedicated "SME Financing Facilities Fair", in which all major banks and financial institutions from across the country are expected to take part. Entrepreneurs will have the opportunity to gain insights on obtaining loans and establish communication and strong relationships with bankers.</p> <p>The fair will be held in open space of around 60,000 sq.ft. (Pavement A&amp;B) covered with Lighting arrangement, Carpet, AC etc. Around 350 aluminium structured stalls will be installed in the fair. There will be a secretariat of SME Foundation and buyer-seller meeting zone fully decorated with banners and necessary furniture. The venue will be decorated by different types of promotional materials like festoons, banners etc. Four gates with wood, ply board, sticker print with design &amp; editing will be positioned in front of the fair. A huge promotional activity will be undertaken for this fair which includes street banner, festoons, road show, advertisement (TV &amp; Newspaper), big gas balloon promotion and so on. Security of the fair will be ensured by private security agency. The fair includes opening ceremony, National SME Entrepreneurs Award program, seminars, conferences, training programs, Showcasing National SME Fair 2025 for diplomats, heads of foreign organizations and foreign buyers, best stall award, SME Financing Facilities Fair, bankers-entrepreneurs matchmaking program, closing ceremony and many other events. A souvenir will be published with resourceful articles before the fair. The grand opening ceremony of the fair will be held at Hall of Fame of BCFCC.</p>
12	Brief Eligibility, Experience, Resources, Delivery Capacity and Qualification of Invitee	<p>The intending firm should provide information demonstrating that they have the required qualifications and relevant experience to perform the services and shall comply with the following as minimum eligibility criteria.</p> <p>The firm:</p> <ol style="list-style-type: none"> <li>1. 10 years' work experience as Event Management firm in Bangladesh competence for doing the assignment.</li> <li>2. Experience of the arrangement of logistics and branding at least 03 (Three) contract of similar nature, complexity and methods/technology completed over a period of 5 (Five) years with a value of at least of Tk 60.00 (Sixty) lac each shall be required.</li> </ol>

		<p>3. The proof of executing 3 similar types of events where private fund is raised. The minimum amount of fund raised required 50 lac each of the program.</p> <p>4. The firm with own logistics and equipment, manpower setup with proof of possession or consent letter from a supplier will get preferred.</p> <p>5. Updated Trade License, Income Tax clearance certificate and VAT Certificate (2024-2025), Audit report of last 03 years.</p> <p>6. The minimum amount of security money BDT 1.25 Crore (Taka One Crore Twenty Five Lac) taka in favor of Small &amp; Medium Enterprise Foundation in the form of pay order will be given. In case of implementing the program, the security money will be forfeited.</p> <p>7. Valid document of Annual Turnover at least 25 crores in last fiscal Year 2023-24.</p> <p>8. Availability of appropriate experience and professional qualifications among applications staff and adequate resources to carry out the assignment.</p>
13	Other Details	<p>Interested firms are invited to provide information indicating that they are qualified to perform the services.</p> <p>1. The Event Management firm shall provide proof/completion certificate for all the criteria listed above.</p> <p>2. The Event Management firm will provide a <b>technical and financial proposal</b>. Financial Proposal (total estimated cost of the event) must be submitted as per Annex-1. The firm will also make ready a <b>presentation</b> about the execution of the program. The presentation should include event execution plan, fund raising plan from the Private part, Branding Plan, Logistics plan, Utilities and security service plan etc.</p> <p>3. The minimum fund raise for the National SME Fair is BDT 2.0 Crore (Taka Two Crore) from private sector through sponsors and advertisement, which will be guaranteed by the security deposit mentioned above (12.6).</p> <p>4. SMEF will provide necessary assistance for the successful executions of the program.</p>
<b>PROCURING ENTITY DETAILS</b>		
14	Name & Designation of Official Inviting EOI	<p>Mr. Anwar Hossain Chowdhury, Managing Director (Grade-1), SME Foundation Level-6&amp;7 (Parjatan Bhaban), E-5 C/1, West Agargaon, Sher-e-Bangla Nagar Administrative Area, Dhaka - 1207.</p>
15	<p>The PPP Partnership Proposals must be securely sealed in envelope <b>CLEARLY MARKED</b> on the outside <b>‘Execution of 12<sup>th</sup> National SME Product Fair-2025 in Public Private Fund Mechanism’</b>. Each envelope must be marked clearly to indicate either Financial Proposal or Technical proposal and submitted to the above address on or before at 04:00 PM on September 11, 2025. Please note no Proposals will be accepted after the stipulated closing time and date. The sealed envelope should be submitted at the Box kept in the Office of the Managing Director, SME Foundation, Level-6&amp;7 (Parjatan Bhaban), E-5 C/1, West Agargaon, Sher-e-Bangla Nagar Administrative Area, Dhaka 1207.</p>	
16	<p>SME Foundation reserves the right to reject any or all the proceedings without assigning any reason.</p>	

(Anwar Hossain Chowdhury)  
Managing Director (Grade-1)  
SME Foundation

## Financial Proposal

The Event Management firm will be responsible to perform the following tasks and any other related activities not stated below (if any) with approval of SMEF for successful completion of the program:

### 1. Printing and Publication

SL	Item	Particulars	Quantity	Unit Price (Taka)	Total Price (Taka)
1	Invitation Card for Opening Ceremony	Card: Size: 8.25" x 5.5" Folding & both side 4 color print Paper quality: 300 gsm (Art card-Mat), Spot & mat lamination, Di Crease with number Envelop: size: 9" x 6" 100 gsm offset paper, 4 color print with di cutting and making	3000		
2	Souvenir	Size: 11" X 8.25", 4 color, cover- 300 gsm art card, mat, spot, ambush Inner-120 gsm art paper, one tracing paper in each souvenir 12 Forma, 4 color, Gum & stitch binding.	1500		
3	Leaflet	8.5"X11", 120gsm art paper, 4-color print(1 side)	10000		
4	Folder	300gsm Swedish board, Size: 13" x 9", 4 color print, spot & mat lamination in one side, folding with one pocket	2000		
5	Participants Directory	Size: 8.5" X 5.5", 4 color, cover Page-300 gsm art card, mat, spot, ambush, 4 Color 6 Forma, Inner-120 gsm art paper, Gum & stitch binding	2000		
6	Certificate	Size: 8.5" X 11", 4 color, Page- 200 gsm solid card, Ambush, 4 Color	500		
7	Pad	Size: Size: 8.5" X 5.5", 4 color, cover Page- 150 gsm art card, mat lamination, spot, Inner: 80 gsm offset, 4 color, glue binding	1000		
8	Pen	Pen with SMEF Logo (should approved by SMEF)	1000		
<b>Total (Including Tax Vat)</b>					

**In words:**

## 2. Promotion & Publicity

Sl	Items	Particulars	Quantity	Unit Price	Total Price
1	Festoon (Inside)	With hanging cost, 3ftX8ft, digital print with plastic pipe and pocket, With hanging cost	45		
2	Festoon (Outside)	200 Festoons with wooden frame Size: 4 X4 Sft. With hanging	200		
3	Big Gas Baloon	3 Diameter with project logo, 8 pcs in different important places like Airport, Sonargaon Hotel Moor, Shahbag Moor, Science Laboratory Moor etc.	8		
4	Welcome Banner for fair	PVC banner, digital print, 30' X 8' sft, with frame/ stand and strong support against wind. (3 welcome banners to be placed near gate and on the top of the tent and 1 welcome banner for opening ceremony), size of the banner could be changed according to position	4		
5	Street banner	Size: 9' X 3.5' sft, Cloth/PVC banner with 4-color print, hanging in different important places prescribed by SMEF	200		
6	Vertical banner (BCFCC)	In fair premises (6) and In Hall room (2) , 40'X10' sft, digital print with plastic pipe and pocket, with hanging cost	8		
7	Vertical Banner (SMEF, Ministry of Industries, BSCIC, BITAC)	PVC Banner, Digital print, with plastic pipe and pocket, with hanging cost, physical inspection to the organizations should be done to get actual size of the banner, size of the banner could be changed according to position			
		SMEF (80'X10' sft)	1		
		Ministry of Industries (80'X10' sft)	2		
		BSCIC (80'X10' sft)	1		
		BITAC (50'X10' sft)	1		
8	Festoon (PVC Banner with frame)	Festoon with wooden frame Size: 5 X8 Sft. With hanging	20		

Sl	Items	Particulars	Quantity	Unit Price	Total Price
9	PVC Banner (BCFCC)	144X8=1152 sft, with aluminum frame & stand (With strong support against wind)	1		
10	Cross Banner (PVC Banner) with stand	Size: 5 X2 Sft., PVC banner, covered with paper box (carton), with stand	25		
11	Billboard-BCFCC	Size:35 ft X 15 ft (each), 2 sides, PVC Print, Bamboo frame with white cloth, for 10 days	2		
12	Road decoration (with hanging charge)	<i>All necessary permission will be taken by the Event Management Firm and they must ensure the existence of all promotional items in the road for 3days including day before the fair. Then, all items should be placed in the BCFCC.</i>			
12.1	Roundabout				
12.1.1	Bijoy Sharani	Board frame, wood structure, PVC board 3 D cutout, Sticker Print 21 ftx13ft, 3 pcs	819 sft		
12.1.2	SAARC Foara (Sonargaon)	Board frame, wood structure, PVC board 3 D cutout, Sticker Print 21 ftx13ft, 3 pcs	819 sft		
12.1.3	Khamar Bari	Board frame, wood structure, PVC board 3 D cutout, Sticker Print 21 ftx13ft, 6 pcs	1638 sft		
12.1.4	Aero plane Mor (near Chandrima Uddayan)	Board frame, wood structure, PVC board 3 D cutout, Sticker Print 21 ftx13ft, 2 pcs	546 sft		
12.2	Foot Over Bridge				
12.2.1	Firm gate	PVC print with with pipe and GI wire, All bridges, 2 sides (each)	2400 sft		
12.2.2	Mirpur 10	PVC print with with pipe and GI wire, All bridges, 2 sides (each)	2400 sft		
12.2.3	Mirpur 1	PVC print with with pipe and GI wire, All bridges, 2 sides (each)	1140 sft		
12.2.4	Kallyanpur	PVC print with with pipe and GI wire, 1 bridge, 2 sides (each)	1200 sft		

Sl	Items	Particulars	Quantity	Unit Price	Total Price
12.2.5	Science Lab/ Sobhanbag Mosque	PVC print with with pipe and GI wire, 1 bridge, 2 sides (each) 40ftx6ft	1200 sft		
12.3	Lamp post	Branding, PVC Board 3D cut out, Wood Structure, Sticker Print, Size: 6fitx3ft, with hanging cost (Jahangir gate to Banglamotor, Bijoy Sarani to BICC and other places)	500		
<b>Total (Including Tax Vat)</b>					
<b>In words:</b>					

### 3. Inaugural Ceremony

Sl	Items	Particulars	Quantity	Unit Price	Total Price
1	Venue Rent	Hall of Fame	1		
2	Food for VIP	Snacks, tea/coffee etc. (for VIP and other guests)	500		
3	Head table decoration	Seating arrangement for 8 VIP guests in Hall of Fame of BCFCC, Decorated with artificial flower, water bottle, chocolates, tissue box and gorgeous cloths. Podium-Decorated with artificial flower and gorgeous cloths.	1		
4	Backdrop Board Frame banner	LCD/LED Screen or Backdrop Board Frame Size: 30 X 15 sft, Placed in the venue	1		
5	LCD/LED Monitor	42" LCD/LED Monitor in front of Dias, masking by wooden frame and branding by sticker print (Inaugural Ceremony, if needed)	1		
6	LED Screen	Size: 10' x 12', 3 pcs, Position: 2 sides of stage and opposite to dias, Instead of projector	3		

Sl	Items	Particulars	Quantity	Unit Price	Total Price
7	Stage Preparation	Size: 40 ft x20 ft x2.5 ft, bit as per stage requirements (Hall of Fame of BCFCC), if required	1		
8	Bottom part of Stage decoration	For the Stage, made by wooden frame and PVC print, With artificial flower decoration, Size: 40' x 3'	1		
9	Backdrop base branding	Made by PVC print, Size: 20'x14'	1		
10	Stage Lighting	LED Parkens-60pcs, Follow spot-1 pcs, Sharfi- 8 pcs, Face Parken-30 pcs	1		
11	Wings	size: 4ft x 10ft, wooden frame with digital pvc print, With design & editing	4		
12	Announcer	Announcer-2 (Bangla, English) and silent announcer-2 for special person (disabled) (In consultation with SMEF)	4		
13	Recitation from holy books	Recitation from holy Quran, Gita, Tripitok and Bibel (In consultation with SMEF)	4		
14	Ribbon	Cloth printing of `12th National SME Fair-2025', Wide cloth ribbon: red and green, size: 12 ft X 6 inch, scissors (5), tray covered by cloth, and other necessary arrangements	1		
15	Photography	Professional Photographer, High Resolution Camera, DVD (2 copies), Cover all programs (Opening Ceremony, Closing Ceremony, 4 Seminars, Roadshow, Best Stall Award and other programs on different days during the fair), Photos of SME products displayed in the fair	7		

Sl	Items	Particulars	Quantity	Unit Price	Total Price
		(8 days)			
16	Videography	Video Camera, HD quality video, Cover all programs (Opening Ceremony, Closing Ceremony, Seminars-4 nos, Best Stall Award, Certificate giving ceremony and other programs of the fair on different days during the fair), DVD of all videos (2 sets), [please use a back up video camera], 8 days	7		
17	Volunteer for Opening Ceremony	Professional Volunteer Male-3 Female-7 With well dress up	10		
18	Sound System	Full Range Speaker: 6 pair, SUB: 2 pair, Stage Monitor: 3 pcs, Bass amp, Guitar amp, Cordless Mic: 2 pcs. Podium, Microphone: 2 pcs, Eq Rak, System processor, Power Amplifier, Mixing Console etc.	1		
19	Gas Balloon	2 set of Gas Balloons, with 100 gas balloons each, With balloon banner, Cloth, Screen print with wooden pipe and pocket	2		
20	Crest/Memento for guests	4 color, hexagonal shape, metal based (length 11.50 inch, 9.5 inch dia), wooden frame with velvet cover, Size of Box: 11.50 X 11.50 sft inch, Design must be approved by SMEF	8		
21	Flower Bouquet	Standard (for VIP guests)	8		
22	Souvenir ( as per approval of SMEF)	Jute bag and Mug	300		
23	Sky Tracker	Sky Tracker (2pcs)	20		

SI	Items	Particulars	Quantity	Unit Price	Total Price
		8 days			
24	<b>Items for VVIP</b>	<b>If honorable Chief Advisor arrives</b>			
24.1	Stall & security gate for SSF	Stall preparation with necessary arrangement as required by SSF usually, As a part of security for the presence of honorable Chief Advisor in the Opening Ceremony, with arcway metal detectors and 4 security guards	1		
24.2	VVIP Entry Flower Gate	50 Pcs Flower Stand with flower & Tissue Cloth	1		
24.3	Sound System	10 pair with all required supported items [ <i>the sound system must comply with SSF requirements</i> ]	1		
24.4	Red Carpet	As per SSF requirements, Red carpet (New), Hall of Fame to fair premises (Pavement A)	1		
24.5	White cloth	As per SSF requirements, white cloths to cover venue surroundings	1		
<b>Total (Including Tax Vat)</b>					
<b>In words:</b>					

#### 4. Tent & Stall Preparation and Management

SI	Items	Particulars	Quantity	Unit Price	Total
1	Venue Rent	Pavement A & B of BCFCC, 10 days (with Service Charge, generator, air conditioned and electricity charge, cleaning and incidental charges and other charges)	10		
2	Stall Installation ( 8'X8' stall)	Size: 8'X8' Each Stall Includes: Fan (1), Tube light (02), Facia (2), Waste bin (1), Power (1), Chairs (2) [4 chairs for selected 5 stalls], Large size Table (1)	400		

Sl	Items	Particulars	Quantity	Unit Price	Total
		[Round meeting table for selected 10 stalls] covered with cloth (2 tables for corner stalls); 400 stalls (excluding SMEF Secretariat), 30 Large bin in the tent area, 10 days <i>[ Stall number may be increase or decrease as per decision of SMEF]</i>			
3	Tent	Area 60,000 sq.ft. (with lighting arrangement, carpet etc.), 10 days, Including set up charge <i>[Tent area may be increase or decrease as per decision of SMEF]</i>	6,00,000		
4	AC	530 ton, 8 days, per ton per day, required numbers of AC must be ensured in consultation with BCFCC Authority before installation.	5300		
5	Generator	Generators will run full day continuously in addition to electricity provided by BCFCC for 8 days (extra 1 day for installment) 400 KV Generator, 8 days, Generator with Pickup Van (Generator if required only after consultation with BCFCC)	11		
6	Brick Wall	Brick Wall for Tent, Size: approx. approx. 2500 feet (as per tent), Brick Layer: Double and Single Brick, One side Plaster, H: One Brick)	1		
7	Electricity Connection	Manage electricity connection from BICC authority, Main cable (Rental basis), electricity connection in each stall, with electrician, Pavement A & B, 10 days (SMEF will bear only electricity charge against bill from BCFCC)	--		
8	Gate	Gate made with wood, Ply board & Design Sticker Print (Placed in the venue for 10 days). 5 Gates, 15 parts; Size of each	5		

Sl	Items	Particulars	Quantity	Unit Price	Total
		part: Height 12 ft, Width 6 ft Design attached <i>[ Gate may be increase or decrease as per decision of SMEF ]</i>			
9	SME Foundation Secretariat (pagoda tent)	3 Pagoda Tents adjacent to each other, 1 partition (PVC banner in both sides structured with wooden frame), Tent Size: 16 x 16 sft (each), Covered by PVC banner with branding of the fair (design will be provided by SMEF) Other facilities ( reception table with SMEF Logo, LCD Monitor (40") with accessories, chairs, 2 set sofa (10 seats), central table, light (tube & spot), Air Cooler, Fan, waste bin, power socket, facia, brick wall surrounding the pagoda to protect it from rain water., shutter or similar thing to close the stall and other necessary arrangement.	1		
10	Media Center (pagoda tent)	3 Pagoda Tents adjacent to each other, 1 partition (PVC banner in both sides structured with wooden frame), Tent Size: 16 x 16 sft (each), Covered by PVC banner with branding of the fair (design will be provided by the authority) Other facilities (Small reception table with organization's Logo, LCD Monitor (40") with accessories, chairs, 2 set sofa (10 seats), central table, light (tube & spot), Air Cooler, Fan, waste bin, power socket, facia, brick wall surrounding the pagoda to protect it from rain water., shutter or similar thing to close the stall and other necessary arrangement.	1		
11	Cooler	7 coolers (5 for SMEF Secretariat and 2 for media center), 8 days, Rental	55		

Sl	Items	Particulars	Quantity	Unit Price	Total
12	Handle Chair	Plastic Handle Chair for visitors, 60 pcs (50 pcs for pavilion and 10 for media center), 8 days	600		
13	Security Service	Day & Evening Shift, with archway metal detector (number of visitors should be recorded and provided to the SMEF authority), security guards (male & female) (Day-10 persons X 10 days (24 Nov-03 Dec), Night-22 Persons X 10 days (23 Nov-03 Dec), With metal detector-10), Best quality service	320		
14	Arch Gate	8 Gates, 8 days <i>[ may increase or decrease as per decision of SMEF ]</i>	64		
15	Stall Layout Exhibitor	PVC banner, digital print, 16' X 12' sft, with frame/ stand and strong support against wind., 2 pcs	384 sft		
16	Water	20000 disposable glasses (onetime), 50 water jars per day, 20 jar holder with tap, waste bin, 8 days	--		
17	Exhibitor Card	4 color print, with holder & ribbon, 700 pcs <i>[ may increase or decrease as per decision of SMEF ]</i>	900		
18	Central Sound System	12 pair sound system with microphone, cabling, cover whole area inside all the tent( play Bangla music for 8 days, 2 Microphone)	1		
19	CC Camera	70 CC Cameras cover all tents, Single control panel, Must ensure 24-hour observation (cover all the tents)	1		
20	Prize for Best Stall Award	10 Trophies, Height 8 inch, Brass molded body with golden coat (height 6.5 inch Wooden base with liquor polish (height 1.5 inch)	10		

Sl	Items	Particulars	Quantity	Unit Price	Total
21	Walky-talky System	Range: 5 km (should get the permission from proper authority) per day: 3pcs	04		
<b>Total (Including Tax Vat)</b>					
<b>In words:</b>					

### 5. Closing Ceremony

Sl	Items	Particulars	Quantity	Unit Price	Total
1	Venue Rent	Celebrity of BCFCC	1		
2	Food	Dinner	500		
3	Invitation Card for Closing Ceremony	Card: Size: 8.25" x 5.5" Folding & both side 4 color print Paper quality: 300 gsm (Art card-Mat), Spot & mat lamination, Di Crease with number Envelop: size: 9" x 6" 100 gsm offset paper, 4 color print with di cutting and making,	1000		
4	Head table decoration	Seating arrangement for 6 VIP guests in Celebrity of BCFCC, Decorated with fresh flower, water bottle, chocolates, tissue box and gorgeous cloths. Podium-Decorated with fresh flower and gorgeous cloths.	1		
5	Backdrop Digital banner	LCD/LED Screen Backdrop Size: 30 X 15 sft, Placed in the venue	1		
6	LCD/LED Monitor	42" LCD/LED Monitor in front of Dias, masking by wooden frame and branding by sticker print (Closing Ceremony)	1		
7	Stage Preparation	Size: 40 ft x20 ft x2.5 ft, bit as per stage requirements (Celebrity), if required	1		
8	Wings	size: 4ft x 10ft, wooden frame with digital pvc print, With design & editing	2		

9	Announcer	Announcer-1 (Bangla) (In consultation with SMEF)	1		
10	Recitation from holy Quran	Recitation from holy Quran (In consultation with SMEF)	1		
11	Festoon (Inside)	With hanging cost, 3ftX8ft, digital print with plastic pipe and pocket, With hanging cost	20		
12	Flower Bouquet	Standard (for VIP guests)	6		
	<b>Total</b>				

### Summary

Sl	Item	Total (Taka)
1	Printing and Publication	
2	Promotion & Publicity	
3	Inaugural Ceremony	
4	Tent & Stall Preparation and Management	
5	Closing Ceremony	
	<b>Grand Total (Taka)</b>	

### Term and Condition:

- All designs developed by the event management firm should be approved by SMEF before execution.
- Quantity of each item could be changed (Increase/Decrease).
- Number of stalls is variable. Therefore, in some cases number of items and cost would be changed accordingly.
- Total area for fair is variable. It could be changed (Increase/Decrease).
- All the necessary permission will be taken by the Event Management Company and they must ensure the existence of all promotional items in the road during fair.
- Some items would be excluded if honorable Chief Advisor is not available in the inaugural program.