

**Bangladesh Election Commission**  
**Election Commission Secretariat**  
 Nirbachan Bhaban, Agargaon, Dhaka  
[www.ecs.gov.bd](http://www.ecs.gov.bd)

Ref. No.17.00.0000.026.32.023.19-433

Date: 17-12-2019

**Tender Notice**

1	Ministry/Division	Election Commission Secretariat				
2	Agency	Election Commission Secretariat				
3	Procuring Entity Name	Secretary, Election Commission Secretariat				
4	Procuring Entity District	Dhaka				
5	Invitation Ref No.	17.00.0000.026.32.023.19-433				
6	Date	19-12-2019				
<b>KEY INFORMATION</b>						
7	Procurement Method	Open Tendering Method (OTM)				
<b>PARTICULAR INFORMATION</b>						
8	Budget and Source of Funds	GOB (Revenue Budget)				
9	Tender Package Name	Event Management for National Voters' Day-2020 celebration				
10	Tender Package No.	NCS- 1				
<b>DATE</b>						
11	Tender Publication Date	19-12-2019				
12	Tender Last Selling Date	01-01-2020				
		<b>DATE</b>	<b>TIME</b>			
13	Tender closing Date and time	02-01-2020	12.00 PM			
14	Tender Opening Date and time	02-01-2020	12.30 PM			
15	<b>Name &amp; Address of the Office(s)</b>					
	(a) Selling Tender Document	Assistant Secretary, Election Support-II, Room No-202 Election Commission Secretariat, Nirbachan Bhaban, Agargaon, Dhaka.				
	(b) Receiving Tender Document	Assistant Secretary, Election Support-II, Room No-202. Election Commission Secretariat, Nirbachan Bhaban, Agargaon, Dhaka.				
	(c) Opening Tender Document	Joint Secretary (Election Management-1), Election Commission Secretariat, Nirbachan Bhaban, Agargaon, Dhaka.				
16	Pre bid meeting	24/12/2019				
<b>INFORMATION FOR TENDERER</b>						
17	Eligibility of Tenderers	As per Tender document.				
18	Brief Description of Services	Event management of 2 <sup>nd</sup> National Voters Day Celebration. Arrangement of a grand Rally and a high Profile meeting at Bangabandhu Conference Center. Venue preparations and management of the Rally and Meeting including supplying Goods, Services and relevant technical support Electrical, Electronics and ICT equipment and temporary infrastructural support.				
19	Package No	Identification of Package	Location	Price of Tender Document (Tk) (Non-refundable)	Tender Security (Pay order)	Completion Time in days/weeks/ months
	NCS-1	Event Management for National Voters' Day-2020 celebration as per specification mentioned in the tender document.	Dhaka	Tk. 3000/- (Only three thousand)	Tk. 1,37,500/- (One lac thirty-seven thousand five hundred) in favor of Secretary of Election Commission Secretariat.	14 days
20	Name of Official Inviting Tender		Md. Musharraf Hossain			
21	Designation of Official Inviting Tender		Assistant Secretary			
22	Address of Official Inviting Tender		Election Support-2, Election Commission Secretariat, Nirbachan Bhaban, Room No. 202 (2 <sup>nd</sup> Floor), Agargaon, Dhaka.			
23	Contact details of Official Inviting Tender		Phone : 02-55007544	Fax No: 55007515		
24	Special Instruction		Supplier must submit distributor authorization letter for package-1			
25	The procuring entity reserves the right to reject any or all Tenders.					

*M. Hossain* 19.12.19  
**MD. MUSHARRAF HOSSAIN**  
 Assistant Secretary  
 Phone : 02-55007544