

**Bangladesh Election Commission****Election Commission Secretariat**

Nirbachan Bhaban, Agargaon, Dhaka

[www.ecs.gov.bd](http://www.ecs.gov.bd)

Ref. No.17.00.0000.026.32.015.20(Part-1)-15

Date:12-01-2021

**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.  | 17.00.0000.026.32.015.20(Part-1)-15  |   |  |                                |                                       |
| 6                               | Date  | 12-01-2021   |   |  |                                |                                       |
| <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 3rd National Voters' Day-2021 celebration   |   |  |                                |                                       |
| 10                              | Tender Package No.  | Lots No. 1, 2, 3   |   |  |                                |                                       |
| <b>DATE</b>                     |   |  |   |  |                                |                                       |
| 11                              | Tender Publication Date   | 14-01-2021   |   |  |                                |                                       |
| 12                              | Tender Last Selling Date  | 31-01-2021   |   |  |                                |                                       |
|                                 |   | <b>DATE</b>  | <b>TIME</b>   |  |                                |                                       |
| 13                              | Tender closing Date and time  | 01-02-2021   | 12.00 PM  |  |                                |                                       |
| 14                              | Tender Opening Date and time  | 01-02-2021   | 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   | 26-01-2021   |   |  |                                |                                       |
| <b>INFORMATION FOR TENDERER</b> |   |  |   |  |                                |                                       |
| 17                              | Eligibility of Tenderers  | As per Tender document.  |   |  |                                |                                       |
| 18                              | Brief Description of Services   | Event management of 3rd National Voters Day Celebration. Arrangement of Nirbachan Bhaban lighting & various road branding. Virtual Meeting including supplying Goods, Services and relevant technical support Electrical, Electronics and ICT equipment and temporary infrastructural support. |   |  |                                |                                       |
| 19                              | Lots No   | Identification of Package  | Location  | Price of Tender Document (Tk) (Non-refundable) | Tender Security (Pay order) 3% | Completion Time in days/weeks/ months |
|                                 | Lot-1   | Lighting Building, branding and decoration and other related services  | Dhaka   | TK. 2000/-                                     | Tk. 60000/-                    | 14 days                               |
|                                 | Lot-2   | Nirbachoni Padok (Gold Medal)  |   | Tk. 1000/-                                     | Tk.10000/-                     |                                       |
|                                 | Lot-3   | Souvenir Printing  |   | Tk. 1000/-                                     | Tk. 15000/-                    |                                       |
| 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 12.1.2021***MD. MUSHARRAF HOSSAIN**  
Assistant Secretary  
Phone : 02-55007544