



**Bangladesh Election Commission**  
**Election Commission Secretariat**  
Agargaon, Dhaka-1207  
[www.ecs.gov.bd](http://www.ecs.gov.bd)

## Invitation for Tenders

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH					
1	Ministry/Division		Bangladesh Election Commission		
2	Agency		Election Commission Secretariat		
3	Procuring Entity Name		Secretary, Election Commission Secretariat		
4	Procuring Entity District		Dhaka		
5	Invitation for		Procurement of physical services		
6	Invitation Ref No		17.00.0000.018.07.003.18-152		
7	Date		Issued on 28/06/2018		
<b>KEY INFORMATION</b>					
8	Procurement Method		Open Tendering Method (OTM)		
<b>FUNDING INFORMATION</b>					
9	Budget and Source of Funds		GOB (Revenue)		
<b>PARTICULAR INFORMATION</b>					
10	Tender Package No.		NCS-1		
11	Tender Package Name		Event Management for 9th FEMBoSA Meeting		
			Date		
12	Tender Publication Date		01/07/2018		
13	Tender Last Selling Date		14/07/2018		
			Date		Time
14	Tender Closing Date and Time		15/07/2018		12.00 PM
15	Tender Opening Date and Time		15/07/2018		12.30 PM
16	Name & Address of the office(s)		<b>Address</b>		
	- Selling Tender Document (Principal)		Assistant Secretary (Training and Capacity Development), Election Commission Secretariat, Nirbachan Bhaban, Agargaon, Dhaka [Room # 225]		
	- Receiving Tender Document		Deputy Secretary (HRDW) Election Commission Secretariat, Nirbachan Bhaban, Agargaon, Dhaka [Room # 225]		
	- Opening Tender Document		Deputy Secretary (HRDW) Election Commission Secretariat, Nirbachan Bhaban, Agargaon, Dhaka [Room # 225]		
17	Pre-bid Meeting		05/07/2018, 11:00 AM		
<b>INFORMATION FOR TENDERER</b>					
18	Eligibility of Tenderer		As per Tender Document		
19	Brief Description of Services		Event Management for 9th FEMBoSA Meeting, Package- NCS-1: Arrangement of inauguration/closing ceremony; venue preparation, arrangement and management of the conference including relevant technical support electrical, electronics and ICT equipment, PA system, Temporary infrastructural support etc..		
20	Price of Tender Document (Tk)		Tk. 2000/- (Taka TwoThousand only) (Non-refundable)		
21	Pckge No	Identification of Package	Location	Tender Security Amount (Tk)	Completion Time in Weeks / Months
	NCS-1	Event Management for 9th FEMBoSA Meeting as per specification mentioned in the Tender Document	Dhaka	1,50,000/-	14 days

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PROCURING ENTITY DETAILS		
22	Name of Official Inviting Tender	Md. Abdul Halim Khan
23	Designation of Official Inviting Tender	Deputy Secretary (HRDW)
24	Address of Official Inviting Tender	Election Commission Secretariat, Nirbachan Bhaban, Agargaon, Dhaka [Room # 225]
25	Contact details of Official Inviting Tender	Telephone : 02-55007516
26	The Procuring Entity reserves the right to reject all the Tenders or annul the Tender proceedings	



28,06,2018

(Md. Abdul Halim Khan)  
Deputy Secretary (HRDW)  
Election Commission Secretariat

