



**Office of the Project Director**  
**“Further Development of Dhaka University of Engineering & Technology**  
**Project (1<sup>st</sup> revised)”**  
**DUET, Gazipur**  
**Gazipur-1707**



**Invitation for Tenders**

1	Ministry	<b>Ministry of Education</b>			
2	Agency	<b>Dhaka University of Engineering &amp; Technology , Gazipur</b>			
3	Procuring Entity Name	Director (Planning & Development), DUET, Gazipur			
4	Procuring Entity Code	Not used at present			
5	Procuring Entity District	Gazipur			
6	Invitation for	<b>Hiring of Event Management Firm and Related Goods for International Conference (ICSED)</b>			
7	Invitation Ref No	DUET/FDDP/OTM (2022-23)/3962			
8	Date	16/04/2023			
<b>KEY INFORMATION</b>					
9	Procurement Method	<b>Open Tendering Method (OTM)</b>			
<b>FUNDING INFORMATION</b>					
10	Budget and Source of Funds	Development			
11	Development Partners (if applicable)	None			
<b>PARTICULAR INFORMATION</b>					
12	Project / Program Code (if applicable)	N/A			
13	Project Name (if applicable)	Further Development of DUET (FDDP) (1 <sup>st</sup> Revised)			
14	Tender Package No.	GD-117 (Non Consulting Service)			
15	Tender Package Name	<b>Hiring of Event Management Firm and Related Goods for International Conference (ICSED)</b>			
16	Tender Publication Date	18/04/2023			
17	Tender Last Selling Date	16/05/2023			
		<b>Date</b>	<b>Time</b>		
18	Tender Closing Date and Time	17/05/2023	11.00 AM		
19	Tender Opening Date and Time	17/05/2023	11.05 AM		
20	Name & Address of the office(s)	<b>Address</b>			
	- Selling Tender Document (Principal)	Office of The Project Director (FDDP), DUET, Gazipur			
	- Selling Tender Document (Others)	N/A			
21	Pre Tender Meeting	<b>Office of the Project Director (FDDP) 10/05/2023 at 12.00AM</b>			
22	<b>NO CONDITIONS APPLY FOR SALE ,PURCHASE OR DISTRIBUTION OF TENDER DOCUMENTS</b>				
	- Receiving Tender Document	Office of The Project Director (FDDP), DUET, Gazipur			
	- Opening Tender Document	Office of The Project Director (FDDP), DUET, Gazipur			
<b>INFORMATION FOR TENDERER</b>					
23	Eligibility of Tenderer	<ul style="list-style-type: none"><li>Tenderers shall be enrolled in the relevant professional or trade organisations registered in Bangladesh (Valid Trade License as Event Management Company)</li><li>Details in the Tender Documents</li></ul>			
24	Brief Description of Services	Supply of conference materials, supply of souvenir items, promotional & printing materials, supply of food and other related goods for the conference. Details in the section 6.			
25	Price of Tender Document (Tk)	1000.00			
26	Pckge No	Identification of Package	Location	Tender Security Amount (Tk)	Completion Time (Days)
	GD-117	Hiring of Event Management Firm and Related Goods for International Conference (ICSED)	Gazipur	70,000.00 (Seventy Thousand)	14 (Fourteen)

27	Tender/Proposal Security in favor of	Tenderer has to be furnish Tender security in the form of Bank Draft or Pay Order or Unconditional Bank Guarantee issued by any schedule bank in Bangladesh in favor of “ <b>Project Director (FDDP), Dhaka University of Engineering &amp; Technology, Gazipur</b> ” and its validity up to 30 July, 2023
28	Tender/Proposal Valid Up to	30/06/2023
<b>PROCURING ENTITY DETAILS</b>		
29	Name of Official Inviting Tender	<b>Prof. Dr. Md. Showkat Osman</b>
30	Designation of Official Inviting Tender	Project Director (FDDP), DUET, Gazipur
31	Address of Official Inviting Tender	Office of The Project Director (FDDP), DUET, Gazipur
32	Contact details of Official Inviting Tender	Address : Office of The Project Director (FDDP), DUET, Gazipur 1707 Tel: 49274034-53; Extn:1051,1053,1055,1057,1059; facsimile : +88-02-49274003 E-mail : directorpnd211@gmail.com; Website : www.duet.ac.bd
33	The Procuring Entity reserves the right to reject all the Tenders or annul the Tender proceedings	