

Government of the Peoples Republic of Bangladesh
Prime Minister's Office
Bangladesh Export Processing Zones Authority
 BEPZA Complex, House: 19/D, Road: 6, Dhanmondi, Dhaka 1205
 (www.bepza.gov.bd)

Ref. No: 03.06.2616.316.16.017.17-291

Date: 31 August 2017

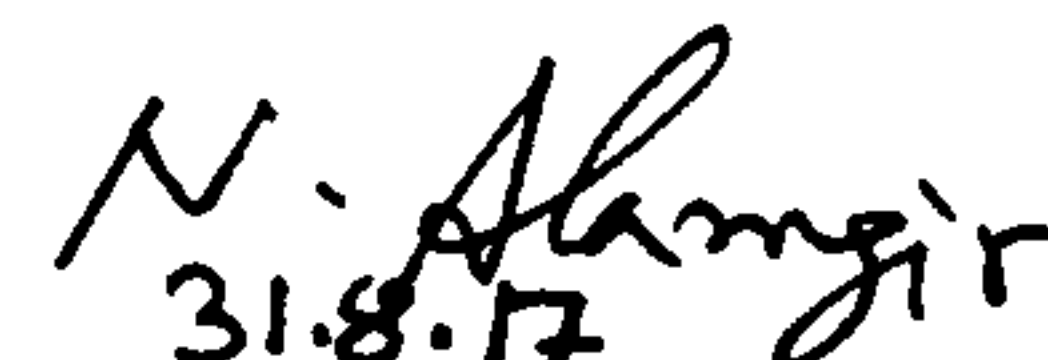
Invitation for Tender

No. 01/2017-18

Sealed tenders are hereby invited from the eligible Suppliers for the following goods as per terms & conditions stated below.

1	Ministry/Division	Prime Minister's Office
2	Agency	Bangladesh Export Processing Zones Authority (BEPZA)
3	Procuring Entity Name	Bangladesh Export Processing Zones Authority (BEPZA)
4	Procuring Entity District	Dhaka
5	Invitation for	Non-consultancy Service
6	Invitation Ref. No and date	03.06.2616.316.16.017.17-291 Date: 31 August 2017
KEY INFORMATION		
7	Procurement Method	Open Tendering Method (OTM)
FUNDING INFORMATION		
8	Budget and Source of Funds	Self finance of BEPZA
9	Development Partners (if applicable)	Not Applicable
PARTICULAR INFORMATION		
10	Project/Program Code (if applicable)	Not Applicable
11	Project/Program Name	Not Applicable
12	Tender Package No.	Not Applicable
13	Tender Package Name	Direction & Production of Commercial Video Profile on BEPZA.
14	Tender Publication Date	01 September 2017
15	Tender Last Selling Date	17 September 2017 During office hour
16	Tender Last Submission Date and Time	18 September 2017 up to 12.00 PM
17	Tender Opening Date and Time	18 September 2017 at 12.30 PM
18	Name & Address of the Office (s)	
	Selling of Tender Document (Principal)	Accounts Section (6 th Floor), BEPZA Complex, House: 19/D, Road: 6, Dhanmondi R/A, Dhaka 1205.
	Receiving of Tender Document	General Manager (Public Relations), Bangladesh Export Processing Zones Authority (BEPZA). 8 th Floor, BEPZA Complex, House # 19/D, Road No # 6, Dhanmondi Dhaka, 1205.
	Opening of Tender Document	General Manager (Public Relations), Bangladesh Export Processing Zones Authority (BEPZA). 8 th Floor, BEPZA Complex, House # 19/D, Road No # 6, Dhanmondi Dhaka, 1205.
19	Place/Date/Time of Pre-Tender Meeting	Not Applicable
INFORMATION FOR TENDERER		
20	Eligibility of Tenderer	<p>The invitation for tender is open to all eligible tenderers who satisfy the following:</p> <ol style="list-style-type: none"> The tenderer should have a minimum Ten (10) years general experience in working of any Govt./Semi-Govt./Autonomous bodies as Prime contractor. The tenderer should have specific experience for successful completion of at least 03 (three) nos. of similar type of works at any Govt./Semi-Govt./Autonomous bodies amounting minimum BDT 10 Lac within last 05 years. Expected experienced technical recourses (i.e. Director, Cameraperson, Video Editor, Narrator etc.) and facilities (logistics, modern equipments for shooting & editing etc.) available with regards to direction and production of video profile, documentary for any Govt./Semi-Govt./Autonomous bodies. The required average annual turnover during the last five years shall be minimum 20 Lac which will be calculated based on the completion certificate enclosed by the tenderer. The minimum amount of liquid asset / working capital / credit facility is Tk. 15 lac from any scheduled bank of Bangladesh. Debarred bidders from any Govt./Semi-Govt./Autonomous organization will be treated as ineligible to participate in the Tender. Tender purchasing money receipt (original), up-to-date trade license, Income Tax clearance certificate, VAT registration certificate. Other required conditions & documents of the tenderer are shown in Tender Data Sheet (TDS) of the tender document must be fulfilled.

21	1. Brief Description of related Services	Direction & Production of Commercial Video Profile on BEPZA		
22	2. Tender document price	Tk. 500.00 (Five hundred) Only		
23	Identification of Service	Location	Tender security Amount (BDT)	Completion time
	Directing & Producing BEPZA Commercial Video Profile	Dhaka, Bangladesh	TK. 35,000/-	21 days
PROCURING ENTITY DETAILS				
24	3. Name of Official Inviting Tender	Nazma Binte Alamgir		
25	4. Designation of Official Inviting Tender	General Manager (Public Relations)		
26	5. Address of Official Inviting Tender	BEPZA Complex (8 th Floor), House # 19/D, Road # 6, Dhanmondi Dhaka, 1205, Bangladesh.		
27	6. Contract Details of Official Inviting Tender	Phone: +8802 9614332, Fax: +8802 9673020 E-mail: gmpr_bepza@yahoo.com, gm.pr@bepza.gov.bd		
28	Special Instruction:			
	(a) Eligible tenderer/manufacturer/suppliers/ firms/authorized representative may purchase tender documents from the offices mentioned in SN-18 on submitting written request in their letter head pad.			
	(b) Any false, forged and misleading documents furnished by Tenderer shall result in rejection of the tender.			
	(c) In case of any confusion arises due to printing mistake or other reason, the Public Procurements Rules- 2008 and its amendments will govern.			
	(d) Tender should be submitted along with one duplicate copy and it should be mentioned on the cover sheet.			
	(e) The tender shall be valid for a period of 60 (Sixty) days from the date of submission the tender. The tender notice is also available at website www.bepza.gov.bd of BEPZA			
29	The procuring entity reserves the right to accept any or reject all the Tenders or, annual the Tender Proceedings.			


 (Nazma Binte Alamgir)
 General Manager (Public Relations), BEPZA
 Phone: +8802 9614332,
 Fax: +8802 9673020

Copy forwarded for kind information & necessary action (Not in Order to Seniority):

1. Member (Investment Promotion/Engineering/Finance), BEPZA, Dhaka;
2. Secretary, BEPZA, Dhaka;
3. General Manager (MIS), BEPZA, Dhaka - He is requested to publish the notice in BEPZA website;
4. Chief Accounts & Finance Officer, BEPZA, Dhaka;
5. PS to Executive Chairman, BEPZA, Dhaka; and
6. File/Master file.