


## Website Advertisement

 <b>Small &amp; Medium Enterprise Foundation</b> Parjatan Bhaban (6 <sup>th</sup> -7 <sup>th</sup> Floor) Plot: E-5 C/1, Agargaon, Sher-e-Bangla Nagar Administrative Area, Dhaka 1207. Phone: 41024108, 41024709, 41024110 Website: <a href="http://www.smef.gov.bd">www.smef.gov.bd</a>		
<b>Invitation for Tender</b>		
1	Invitation for	Lot 1: Printing Materials, Lot 2: Promotional Materials, Lot 3: Inaugural Ceremony, Lot 4: Tent & Stall Arrangement for organizing and implementing ‘10 <sup>th</sup> National SME Product Fair 2022’
2	Invitation Ref No. with Date	36.12.0000.035.07.011.20/1794 Issued on: 12/10/2022
3	Tender closing & opening date and time	Closing
		Opening
		October 26, 2022; 1:00 PM
		October 26, 2022; 1:30 PM
4	Place of tender document selling, receiving & opening	SME Foundation, Parjatan Bhaban (6 <sup>th</sup> Floor) Plot: E-5 C/1, Agargaon, Sher-e-Bangla Nagar Administrative Area, Dhaka 1207.
5	Other information about Tender:	
	Price of Tender document	Tender Security
	Tk. 1,500.00	Tender Validity Period
		90 days
6	Eligibility of Tenderer(s)	
	i. The minimum number of years of general experience of the Tenderer in completing similar type of assignment is at least Five (05) years (supporting documents eg. copies of Work Order, copies of Notification of Award, copies of agreement, etc. must be submitted). ii. The minimum specific experience as a Prime Contractor in completing similar type of assignment of at least ONE contract of similar nature, complexity and methods/technology completed over a period of Five (05) years each with a value of at least of Tk for Lot 1, Tk 1,005,000.00 for Lot 2, Tk 1,005,000.00 for Lot 3 Tk 1,005,000.00 and for Lot 4 and Tk 56,00,000.00 shall be required (supporting documents eg. copies of Work Order, copies of Notification of Award, copies of agreement, etc. must be submitted) at least three years of working experience in completing similar type of assignment (supporting documents eg. copies of Work Order, copies of Notification of Award, copies of agreement, etc. must be submitted). iii. Tenderer should have skilled human resources to complete the assigned task. iv. The organization must submit copy of up-to-dated (2020-21) Trade license; copy of Certificate of Incorporation will also be accepted. v. The organization must submit up-to-dated (2020-21) Income Tax Payment Receipt/Certificate. If any organization enjoys any kind of waiver of Income	

	<p>Tax the relevant document must be submitted.</p> <p>vi. The organization must provide copy of VAT registration certificate. If any organization enjoys any kind of waiver of VAT the relevant document must be submitted.</p> <p>vii. Organization must provide copy of Bank Statement of the Organization of last six (06) months indicating Bank Account number in the individual/organization's name which is operated by minimum two persons jointly/ Summary of audited financial statement of last two years (in one page).</p> <p>viii. Page number must be Included in all tender document.</p>
7	<p>Special Instruction:</p> <p>a) The outer Envelope (Cover) should be marked with Tender Name &amp; Reference No.</p> <p>b) Tender security should be submitted separately in the form of Bank Draft/ Pay Order from any schedule bank of Bangladesh with full obligation and liabilities in favor of SME Foundation. The Tender Security shall remain valid for at least twenty-eight (28) days beyond the expiry date of the Tender Validity.</p> <p>c) Conditions mentioned in the schedule should be followed properly.</p> <p>d) Tender will be opened (on specified date or the following working day if any unavoidable circumstances occurred) in front of tenderer / representative of tenderer (if present) at above mentioned place &amp; time.</p> <p>e) The successful tenderer has to submit 10% (ten percent) of the Contract price as Performance Security before signing the contract.</p> <p>f) The tenders without tender security will not be accepted and the same will be summarily rejected.</p>
8	<p>Pre-bid meeting</p> <p>A Pre-bid meeting will be convened at 11:00 am. On 19/10/2022 at SMEF Office. The purpose of this meeting will be to clarify the requirements as envisaged by SMEF and also to address the queries if any, of the bidders.</p>
9	<p>If necessary, the SME Foundation may revise the schedule. SME Foundation has all the rights to change or cancel any tasks mention above.</p>
10	<p>The procuring entity reserves the right to accept or reject any/ all tenders or any lot without assigning any reason whatsoever.</p>
	<p>Sd/- Managing Director</p>