

Bangladesh Tourism Board

(National Tourism Organization)

Level-3, Building-2, Hotel Intercontinental, 1 Mintu Road, Shahbagh, Dhaka

Open Tender Notice (OTM)

1.	Ministry/Division	Ministry of Civil Aviation and Tourism	
2.	Procuring Entity Name	Bangladesh Tourism Board (BTB)	
3.	Invitation for	Non-Consulting Services for organizing 1 (one) Familiarization Tours	
4.	Invitation Ref No	30.33.0000.221.32.003.18	
KEY INFORMATION			
5.	Procurement Method	Open Tender Method (OTM)	
FUNDING INFORMATION			
6.	Budget & Source of Funds	GOB	
PARTICULAR INFORMATION			
7.	Tender Publication Date	February 28, 2019	
8.	Last Selling Date & Time of Tender Documents	March 13, 2019, 5.00 PM	
9.	Last Date and Time of Submission of Tender Documents	March 14, 2019, 2.30 PM	
10.	Tender Opening Date and Time	March 14, 2019, 3.30 PM	
11.	Place of Submission	Bangladesh Tourism Board Level-3, Building 2, BSL Office Complex (Hotel Inter-Continental) 1 Mintu Road, Dhaka-1000.	
INFORMATION FOR TENDERER			
12.	Brief Eligibility and Qualification of Tenderer	Package: A Organizing Familiarization Tour.	<ul style="list-style-type: none">• 3years experience as Tour Operator/Travel Agent• Experience of organizing at least 3 (three) inbound tours from abroad to Bangladesh with group size of minimum 10 (ten) PAX.• Valid Trade License as Travel Agent/Tour Operator• Updated Income Tax Clearance Certificate (till 2017-18 tax year)
		Package : B Ticketing	<ul style="list-style-type: none">• 3years experience as International Air Ticket Supply.• Valid document of Annual Turnover at least 20.00 (twenty) lakh.• Valid Trade License as Travel Agent.• Updated Travel Agency Registration Certificate from the Ministry of Civil Aviation and Tourism.• Updated IATA Certificate• Updated Income Tax Clearance Certificate (till 2017-18 tax year)
13.	Brief Description of Services	<ul style="list-style-type: none">• Organizing Familiarization Tours from Japan, Italy, Thailand and Korea.• Provide required services and supplies as per the itinerary which shall include but not limit to selecting Tour operators/Travel Agents/Travel Service Providers from those countries, keeping liaison with concerned Bangladesh missions, prepare an itinerary, pick-up from airport, transportation, accommodation, food, provide guides, arranging visits to the places of attractions as per the itinerary, arrange B2B sessions, cultural programs, documentations, interpreter, river cruise, reports preparation of Familiarization.• Supply of International Air Ticket.	
14.	Price of Tender Document (Tk)	1000/- Taka Non-Refundable of each Package.	
15.	Amount of Tender Security	Tk.1,00,000.00 (One Lakh)	In the form of Pay order in favour of Chief Executive Officer, Bangladesh Tourism Board.
PROCURING ENTITY DETAILS			
15.	Name & Designation of Official Inviting Tender	Mohammad Saiful Hassan Deputy Director (Planning & research) Bangladesh Tourism Board	
The Procuring Entity reserves the right to reject any or all tenders or annul the Tender proceedings without assigning any reason.			

Sd/-

(Mohammad Saiful Hassan)
Deputy Director (Planning & research)
Bangladesh Tourism Board