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 3 (three)Familiarization Tours	
4.	Invitation Ref No		30.33.0000.221.42.001.19-11	
KEY INFORMATION				
5.	Procurement Method		Open Tender Method (OTM)	
FUNDING INFORMATION				
6.	Budget & Source of Funds		GOB	
PARTICULAR INFORMATION				
7.	Tender Publication Date		03, January 2020	
8.	Last Selling Date & Time of Tender Documents		19, January 2020, 5.00 PM	
9.	Last Date and Time of Submission of Tender Documents		22, January, 2020, 2.30PM	
10.	Tender Opening Date and Time		22, January, 2020, 3.30 PM	
11.	Place of Submission		Office of the Chief Executive Officer Bangladesh Tourism Board Level-3, Building 2, BSL Office Complex (Hotel Inter-Continental)1 Minto Road, Dhaka-1000.	
INFORMATION FOR TENDERER				
12.	Brief Eligibility and Qualification of Tenderer	Organizing Familiarization Tour.	• 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 15 (Fifteen) PAX including at least one belong to government organization. • Valid document of Annual Turnover at least 60.00 (Sixty) lakh. • Valid Trade License as Tour Operator/Travel Agent. • Updated Income Tax Clearance Certificate (till 2018-19 tax year), e-TIN and VAT Registration Certificate • Credit line/liquid asset of minimum 50,00,000.00 (fifty lakh)	
13.	Brief Description of Services of Package A		• Organizing three Familiarization Tours- Group 1 from India, Group 2 from China and Group 3 from Japan, USA, Nepal, Bhutan, Turkey, Korea, Italy, Germany, United Kingdom and Mauritius and others. • 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 liaise 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, photography, videography, arrange B2B sessions, cultural programs, documentations, interpreter, river cruise, reports preparation ofFamiliarization.	
14.	Price of Tender Document (Tk)		1000/- Taka Non-Refundable	
15.	Amount of Tender Security		Tk.2,00,000.00 (Two 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