



مرکز پانگلوبی اصل سازمان توسعه تجارت ایران  
 دبیرخانه مرکزی  
 شماره: ۴۰۶۶۱۱۱  
 تاریخ: ۱۴۰۳/۹/۵

EMBASSY OF  
 THE PEOPLE'S REPUBLIC OF BANGLADESH  
 TEHRAN

ترجمه غیر رسمی

شماره: 19-01-9801-300-67-289

موضوع: دعوت به مناقصه برای تخصیص پلویون در نمایشگاه بین المللی تجاری داکا 2025

سفارت جمهوری مردم بنگلادش با اظهار تعارفات خود به وزارت امور خارجه جمهوری اسلامی ایران احتراماً اشعار می دارد که دفتر توسعه صادرات وزارت بازرگانی بنگلادش در نظر دارد بیست و هشتمین نمایشگاه بین المللی تجاری داکا (DITF-2025) را در مرکز نمایشگاهی دوستی بنگلادش و چین از 12 دی لغایت 12 بهمن 1403 برگزار نماید. همه ساله صدها هزار نفر از این نمایشگاه بازدید می کنند تا روز خوبی از خرید بهترین محصولات بنگلادش و کالاهای خارجی را تجربه کنند. محصولات عرضه شده در این نمایشگاه شامل لوازم الکترونیکی، خودرو، ظروف چینی و ملامینی، ماشین آلات، فرش، اسباب بازی، سرامیک، محصولات بهداشتی، صنایع دستی، پارچه و پوشاک، لوازم خانگی، محصولات غذایی فرآوری شده، اساسیه، وسایل پلاستیکی، محصولات کف، محصولات چرمی، آرایشی، ادوات ورزشی، جواهرات و غیره را شامل می شود.

اداره توسعه صادرات بنگلادش از شرکت های علاقه مند دعوت می نماید که درخواست خود برای تخصیص پلویون در این رویداد را تا تاریخ 30 آذر 1403 ارایه نمایند. از کلیه ارگان های دولتی و خصوصی که علاقه مند به ساماندهی پلویون ایران هستند دعوت می گردد که در این مناقصه شرکت کنند. فرمهای درخواست و جزییات نمایشگاه در پیوست این یادداشت قرار دارد و همچنین در وب سایت: [www.epb.gov.bd](http://www.epb.gov.bd) و صفحه فیسبوک: [www.facebook.com/epb.gov.bd](http://www.facebook.com/epb.gov.bd) قابل دریافت است.

همچنین، از هیات های تجاری و بازدیدکنندگان ایرانی با احترام دعوت می گردد که در نمایشگاه DITF-2025 شرکت نمایند. در این رابطه، دفتر توسعه صادرات خدمات ذیل را به هیات ها و بازدیدکنندگان ارایه خواهد نمود:

- الف) استقبال در فرودگاه بین المللی حضرت شاه جلال داکا
- ب) ترتیب جلسات با اتاق های بازرگانی، انجمن های تجاری، مسئولین دفتر سرمایه گذاری، مناطق ویژه صادراتی، و مناطق ویژه اقتصادی بنگلادش در صورت درخواست؛ و
- ج) تسهیل در بازدید از نمایشگاه DITF-2025

بنابراین موجب مزید امتنان خواهد بود چنانچه آن وزارتخانه محترم اقدام فوری را در خصوص نشر این اطلاعات به تمامی سازمانهای ایرانی مرتبط، اتاق های بازرگانی، و برگزارکنندگان نمایشگاه ها مبدول فرمایند. سفارت جمهوری مردم بنگلادش موقع را مغتنم شمرده، احترامات فائقه را با آن وزارتخانه محترم تجدید می نماید.

پیوست: 4+4+4+1 (در کل 13 صفحه)

01 آذر ماه 1403



وزارت امور خارجه  
 جمهوری اسلامی ایران  
 تهران

قابل توجه: اداره اول جنوب آسیا

رونوشت به

مدیر کل دفتر آسیا جنوبی سازمان توسعه تجارت

معاون امور بین الملل اتاق بازرگانی، صنایع، معادن، و کشاورزی ایران

رئیس اتاق بازرگانی، صنایع، معادن، و کشاورزی بوشهر و اتاق بازرگانی معین بنگلادش



EMBASSY OF  
THE PEOPLE'S REPUBLIC OF BANGLADESH  
TEHRAN

No. 19.01.9801.300.67.289

Subject: **Inviting tender/application for allotment of the pavilion of Dhaka International Trade Fair 2025**

The Embassy of the People's Republic of Bangladesh in Tehran presents its compliments to the Ministry of Foreign Affairs of the Islamic Republic of Iran and has the honor to state that the Export Promotion Bureau (EPB), Ministry of Commerce of Bangladesh, is going to organize the 29<sup>th</sup> Dhaka International Trade Fair (DITF 2025) in Bangladesh-China Friendship Exhibition Center (BCFEC) from 01 January to 31 January 2025. This event is the biggest trade fair event in Bangladesh which creates an immense opportunity for B2C and B2B businesses. Products displayed and sold include electronics, cars, porcelain wares, machinery, carpets, toys, ceramics, fabrics, melamine wares, sanitary products, handicrafts, ready-made garments, home appliances, processed foods, furniture, textiles, plastic goods, jute products, winter clothes, leather goods, cosmetics, sports goods, jewelry and more.

The Export Promotion Bureau of Bangladesh is inviting interested companies to apply for allotment of Pavilion in this event until 20 December 2024. Any governmental or private body that is interested in organizing the Iranian pavilion is welcome to participate in this tender. Application forms and details of the fair are attached herewith and also can be collected from the website: [www.epb.gov.bd](http://www.epb.gov.bd) and Facebook: [www.facebook.com/epb.gov.bd](https://www.facebook.com/epb.gov.bd)

Delegations and visitors from Iran are also cordially invited to participate in DITF-2025. In this connection, EPB will provide the following support services for the visiting delegations/ visitors:

- Reception at the Hazrat Shah Jalal (R) International Airport, Dhaka,
- Arranging meetings with the leading Chambers of Commerce, trade associations, Board of Investment, Export Processing Zone, and Bangladesh Economic Zones Authority if requested; and
- Assisting with the visit to the DITF-2024 fairground

It would be highly appreciated if the esteemed Ministry would kindly disseminate the information to all concerned Iranian organizations, Chambers of Commerce, and exhibition organizers urgently.

The Embassy of the People's Republic of Bangladesh avails itself of this opportunity to renew to the Ministry of Foreign Affairs of the Islamic Republic of Iran the assurances of its highest consideration.

Encl.: 1+4+4+4 (in total 13 pages)

Ministry of Foreign Affairs  
Islamic Republic of Iran  
Tehran.

Tehran-21 November 2024



Kind attention: **First South Asia Department**

Copy to:

- Director General of South Asia, Trade Promotion Organization, Iran
- Deputy for International Affairs of Iran Chamber of Commerce, Industries, Mines, and Agriculture
- President of Bushehr Chamber of Commerce, Industries, Mines, and Agriculture & Pilot Iranian Chamber of Commerce for Bangladesh

North of Yousef Abad, 64<sup>th</sup> Street, 1<sup>st</sup> Alley (12 Metri Ehdasi), House No.7, Tehran, Iran

Tel: +98 21 88601781-3, Fax: +98 21 88605445, Email: [bangladoot.tehran@gmail.com](mailto:bangladoot.tehran@gmail.com)



**29<sup>th</sup> Dhaka International Trade Fair (DITF)-2025**  
Export Promotion Bureau, Dhaka  
TCB Bhaban, 1, Kawran Bazar, Dhaka-1215  
www.epb.gov.bd /E-mail: ditf@epb.gov.bd /Facebook: www.facebook.com/epb.gov.bd



File No. 26.02.0000.055.53.003.23.1005

Date: 18/11/2024

**Inviting Applications for Allotment of Pavilions/Stall's spaces**

The month long 29<sup>th</sup> Dhaka International Trade Fair (DITF)-2025 will be held at Bangladesh-China Friendship Exhibition Center (BCFEC) at Purbachal from 01 January, 2025. Applications are invited from interested foreign companies/ firms/ entrepreneurs/ businessmen /sole proprietors/organizations, government and non-government organizations for allotting/allocating spaces of following different categories of pavilions/stalls of DITF-2025:

**Type/category, Size, Processing Fee, Floor Rate/Rent/Royalty of Pavilion/Stall (Foreign) :**

Sl. No	Type/category of Pavilion/Stall/Restaurants	Size	Application Processing Fee (Including VAT &Tax) Non Refundable	Floor Rate (Fixed) (Lowest Price of Rent/ Royalty) (excluding VAT &Tax)
1	Foreign Pavilion (FP)	(36'x36')	US \$ 400.00	US \$ 19,000.00
2	Foreign Mini Pavilion (FMP)	(36'x17')	US \$ 270.00	US \$ 10,000.00
3	Foreign Premier Stall (FPS)	(20'x20')	US \$ 135.00	US \$ 7,000.00

**2. Security Deposit (Pavilions/Stalls):**

Applicants/Tenderers interested in obtaining allotment of spaces of FP, FMP and FPS shall deposit foreign currency amounting to 25% (twenty-five percent) of the quoted price/rent/floor rent in advance as Security Deposit along with the Applications/Tenders in favor of "DHAKA INTERNATIONAL TRADE FAIR FUND" in the following Foreign Currency (FC) Account (in US\$):

- Name of the Bank: PRIME BANK LTD.
- Address: 54 Kawran Bazar C/A, Dhaka-1215, Bangladesh
- A/C No: 11351130020437, SWIFT Code No: PRBLDDH010

**3. Papers/documents to be submitted by Foreign Applicants:**

3.1. Duly filled in application forms downloaded from Dhaka International Trade Fair service box of EPB's website: [www.epb.gov.bd](http://www.epb.gov.bd) along with required documents can be sent through e-mail (ditf@epb.gov.bd). In case of any difficulty due to unavoidable circumstances, duly filled-in Application forms can also be submitted along with required documents by Fax/Courier service/Postal services.

3.2. All online(e-mail: ditf@epb.gov.bd) applications/tenders shall be submitted through concerned Bangladesh Missions abroad or through Missions of their own countries in Dhaka along with scanned copies of deposit slip of Tender/Application processing fee and security money.

3.3. Import of exhibits will be allowed on payment of customs duties and taxes at the Customs points of entry or as per provisions made by the Customs authority.

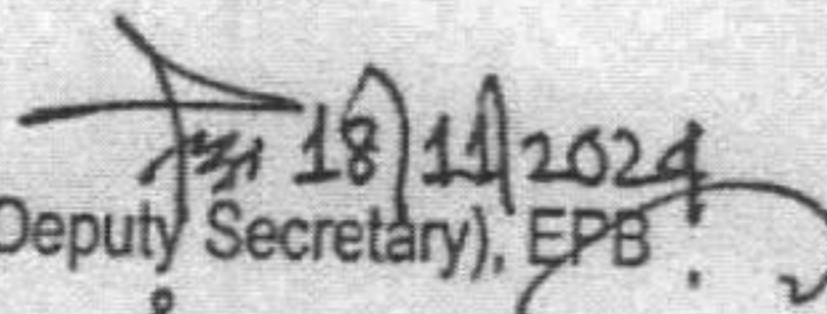
3.4. Applicants of those countries where Bangladesh Missions are not available or who don't have their own Missions in Dhaka will have to apply through Government/Chamber/Trade Bodies of their own countries.

**4. Applications deadline:**

The last date to apply for participation in DITF-2025 was fixed on 17 November, 2024. However, foreign investors/organizations can apply for allotment of pavilions/stalls in the fair till 20 December, 2024.

**5. Other Conditions for Foreign Participants:**

Money deposited for Security of Foreign participants will be refundable at the end of the fair period subject to the fulfillment of the terms and conditions mentioned in the Application form.

  
Secretary (Deputy Secretary), EPB.

&  
Director, 29<sup>th</sup> Dhaka International Trade Fair-2025 Secretariat  
TCB Bhaban, 1, Kawran Bazar, Dhaka-1215, Bangladesh

Phone: 02-55013420, PABX: 02-9144822-24, 8180084, 8180087, 8180090, Extension: 114, Fax: 880-2-55014024, E-mail: [secy@epb.gov.bd](mailto:secy@epb.gov.bd)

Applicant's  
Recent  
Photo  
(Attested)

## Month-long 29th Dhaka International Trade Fair-2025

(Starting from 01<sup>st</sup> January, 2025) (Tentative)

www.epb.gov.bd

E-mail: ditf@epb.gov.bd

Facebook: www.facebook.com/epb.gov.bd



### Application for Foreign Mini Pavilion (FMP) in DITF-2025 (For Foreign Applicants)

1. Name of The Firm/Company (As per Trade Licence) : .....
2. Address: .....
- Tel : ..... Mobile : ..... Email : .....
- City : ..... State : ..... ZIP : ..... Fax : .....

3. Space and Rates for Foreign Mini-Pavilion (36ft. x 17ft.):  
Space Rent US\$ 10,000.00 (Ten Thousand US Dollar) (Without Vat-Tax)  
Application Processing Fee (Within Vat-Tax) US\$ 270.00 (Two Hundred Seventy US Dollar) (Non-Refundable)

4. Preferred Foreign Mini Pavilion (FMP) Number and Quoted Price:

Preferred serial number	Foreign Mini Pavilion (FMP) Number (According to the master plan)	Quoted Price (In numbers and Words) (Except VAT-Tax)
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>		
5 <sup>th</sup>		

(You can attach separate paper for additional choice)

5. Foreign Mini-Pavilion In charge (Director/Officer):

Name	Designation	Address	Phone

6. Particulars of Foreign Mini- Pavilion Management Staff/Owner (in case of individual ownership):

Name	Designation	Address	Phone

7. Types of Business (Please tick in the appropriate box):

- |   |   |
|---|---|
| <input type="checkbox"/> A) Manufacturer                      | <input type="checkbox"/> D) Chamber/Trade Association |
| <input type="checkbox"/> B) General Trader                    | <input type="checkbox"/> E) Exporter                  |
| <input type="checkbox"/> C) Government/Autonomous Bodies/Bank | <input type="checkbox"/> F) Others                    |



8. Product to be displayed (As per trade license):

- |         |         |
|---------|---------|
| 1. .... | 5. .... |
| 2. .... | 6. .... |
| 3. .... | 7. .... |
| 4. .... | 8. .... |

9. Applicants Info :

Name & Designation (With Seal) : .....

10. Application Processing Fee: (must be on the name of applying firm/company)

Bank Deposit/Scroll No: ..... Name of the Bank: .....

Branch: ..... Amount: .....

11. Particulars of Security deposit (Refundable): (must be on the name of applying firm/company)

Bank Deposit/Scroll No: ..... Name of the Bank: .....

Branch: ..... Amount: .....

Account Number for refund of security money (For Foreign participants only).....

Name of Bank for refund of security money ..... Branch .....

Bank Swift code: .....(For Foreign participants only)

12. Security Deposit:

Foreign Participants shall have to deposit foreign currency amounting to 25% (twenty five percent) of the floor rent/quoted price in advance as Security Deposit along with the application in favor of "DHAKA INTERNATIONAL TRADE FAIR FUND" in the following Foreign Currency (FC) Account (in US\$):

- Name of the Bank: PRIME BANK LTD.  
54 Kawran Bazar C/A, Dhaka-1215, Bangladesh  
A/C No: 11351130020437  
Swift Code No: PRBLBDDH010

13. Document to be submitted:

Application must be submitted by Foreign Participants to e-mail: ditf@epb.gov.bd. In case of any difficulty faced by the applicant, downloaded application forms can also be submitted along with required documents by Fax/ Courier service/Post through concerned Bangladesh Missions abroad or through Missions of their own countries in Dhaka with their recommendations along with scanned copies of deposit slip of application processing fee and security money. Applicants of those countries where Bangladesh Missions are not available or they do not have their own Missions in Dhaka shall have to apply through Government/Chamber/Trade Bodies of their own countries.

14. Terms & Conditions:

- 14.1 Location map, numbers and quantities of Pavilion, Mini-Pavilion, Stall, Restaurant etc. will be available in DITF-2025 Master Lay-out plan kept at EPB Fair Secretariat and will also be available in www.epb.gov.bd and Facebook page: Dhaka International Trade Fair-EPB. Provided that the Fair Authority deserves the right to change or modify the Master Lay-out plan of the fair ground at any time, if it thinks that is necessary and logical;
- 14.2 Hardcopy of Application can be submitted until 03.30 p.m. on 20-12-2024 in the under mentioned offices:  
(a) Finance Section or Office of Secretary, EPB, 1, Karwan Bazar, TCB Bhaban (4<sup>th</sup> Floor), Dhaka-1215; Or  
(b) Office of the Additional Divisional Commissioner (General), First 12-Storeyed Govt. Building, 2nd Floor, Room No. 303, Segunbagicha, Dhaka;
- 14.3 Online Application can be submitted through e-mail: epb.ditf@gmail.com until 03.30 p.m. on 20-12-2024 Application submitted or received after the date and time mentioned above shall not be treated as acceptable;

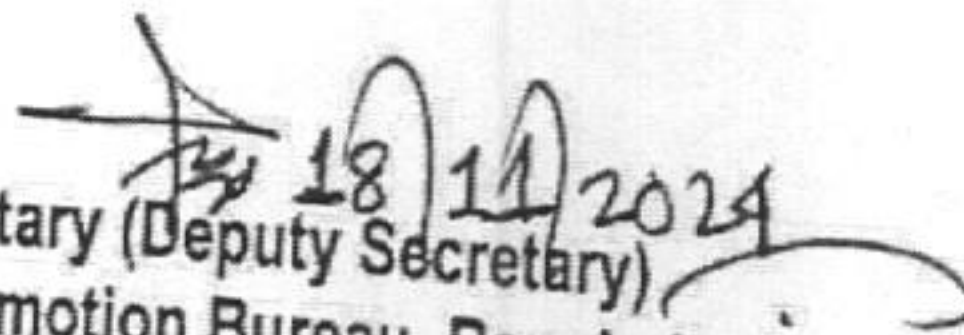


- 14.4 Commodities and goods made in Bangladesh shall not be displayed or sold in foreign pavilion/mini-pavilion in DITF-2025;
- 14.5 The Security Deposit of Foreign allottees would be refundable after the end of the fair subject to the fulfillment of the terms and conditions mentioned in the Application form, schedules, allotment letter and in the advertisement. Non-participation after final selection shall result in forfeiture of the Entire Deposit. Firms not selected by the fair authority will be eligible for refund of Security deposit after the end of the fair;
- 14.6 No application will be entertained if it is not accompanied with required documents mentioned in the advertisement;
- 14.7 Selected applicants for Foreign Mini Pavilion shall submit architectural and structural design, which are designed by graduate Architect and Engineer, before final allotment to the fair Secretariat. During construction a committee will monitor the compliance of the submitted architectural and structural design. Any deviation will lead to closure of the construction works;
- 14.8 Submission of fake documents with application Form will be liable for forfeiture of entire deposit and cancellation of allotment along with other penalties as per existing law. Verification of TIN/VAT certificates, physical verification of business location may be made by fair authority to determine the authenticity of the existence of the business houses and of documents submitted by the applicants;
- 14.9 Finally selected applicants shall not be allowed to transfer ownership through power of attorney to anybody under any circumstance. In case of non-compliance with this rule, the entire money will be forfeited;
- 14.10 The enterprises or persons/participants are not entitled to participating in the tender/bidding activities of DITF-2025, if they had not paid full amount of money which was outstanding for previous fairs and such applicants will not be allocated Foreign Mini Pavilion of DITF-2025.
- 14.11 If any enterprise/participant does not comply with terms and conditions of tender advertisement and schedules, they may be penalized or declared black listed and unfit for future DITFs and also, may be punished as per existing rules and regulations;
- 14.12 The name of depositor enterprises must be mentioned in the deposit slip of money and such deposit slip, which is given by Bank, must be preserved by the depositor enterprises for future uses until the security money is returned. Without submitting the original copy of such deposit slip, security money shall not be returned;
- 14.13 To get return the security money, written application must be submitted in the fair secretariat of EPB. If such applications are not submitted within 90 (ninety) days from the end of the fair, the fair authority may forfeit upto 50% (fifty percent) of the deposited money for security. If such applications are not submitted within 180 (one hundred and eighty) days from the end of the fair, full amount of deposit for security, may be forfeited by the fair authority. If such applications are not submitted in the fair secretariat within 300 (three hundred) days from the end of the fair, full amount of deposit for security, shall be forfeited automatically and in such circumstances, those shall be non-refundable.
- 14.14 The fair authority will not be responsible for poor turnout of visitors and premature closure of the fair for any reason whatsoever and any plea for refund of rent and taxes will not be entertained;
- 14.15 Participants shall have to pay the proportionate amount of rent/royalty for their respective Mini-Pavilion for the extended period of the Fair. If the money for rent or royalty, payable for extended period of fair, are not paid/deposited by the participants, those amount shall be deducted and collected from the security deposit. In this regard the fair authority's decision will be final;
- 14.16 Breach of provisions/conditions, laid down in the advertisement, allotment letter and schedule will lead to the forfeiture of the security deposit and all other rents and make the exhibitor liable to other punitive actions as decided by the fair authority;
- 14.17 In addition the payable rent/royalty, VAT, Tax, additional amount of US\$ 3,000.00 (Three Thousand US Dollar) shall have to be paid to fair fund for construction of each floor above the ground floor of the Mini Pavilion and with these amount of money additional respective VAT and Tax are also to be paid to fair fund;
- 14.18 Moreover, to construct the above mentioned additional Floor/Godown in the Mini-Pavilion, prior approval of the fair authority is compulsory;
- 14.19 If the participants violate any rules and regulations of the fair, the fair authority may impose penalty up to the amount of deposit for security;
- 14.20 If any allottee enterprise occupies space of fair ground without permission of the fair authority, those may be imposed penalty with a maximum of one and half times of quoted value of the allotted rent rate;
- 14.21 All Floor rate or allotted price shall be treated for 30 (Thirty) days;



- 14.22 If any owner, executives employee of any enterprise, selected for participation in the fair, behave indecorous/discourteous manner with fair authority, they may be declared as unfit for participation in DITF's or civil and criminal case may be filed against them.
- 14.23 If full payment of payable money is not deposited in fair fund by the respective enterprise, the allotment of those enterprises in DITF shall be cancelled along with forfeiture of the money which has been deposited in the Fair Fund earlier;
- 14.24 The enterprises or persons/participants are not entitled to participating in the tender/bidding activities of DITF-2025, if they had not paid full amount of money, which was outstanding for previous DITF's and such applicants will not be allocated any Pavilion/Stall/Restaurant of DITF-2025;
- 14.25 No Food item shall be allowable to sell Foreign Mini Pavilion;
- 14.26 Any entrepreneur or enterprise which had been declared unfit to participate in DITF activities or has been black listed by Export Promotion Bureau will not be eligible to submit application/tender;
- 14.27 The owner of best Stalls/Pavilion, selected by DITF authority, may be awarded Trophy at the end of the fair;
- 14.28 Incomplete application/tender will not be acceptable;
- 14.29 After final selection, non-participation or unwillingness to complete the allotted work applicant, shall result in forfeiture of their Security Deposit;
- 14.30 Relevant all other conditions/provisions, laid down/mentioned in the published advertisements, are applicable for applicants/participants. Those conditions and provisions shall be followed and complied by applicants and allottees;
- 14.31 The fair authority reserves the right to change the date & time of the fair without showing any reason;
- 14.32 The fair authority reserves the right to accept or reject any or all applications without showing any reason;
- 14.34 The fair authority reserves the right to cancel this advertisement and entire tendering process without showing any reason whatsoever.

15. Seal and Signature of Applicant:

  
Secretary (Deputy Secretary)  
Export Promotion Bureau, Bangladesh

&  
Director

29<sup>th</sup> Dhaka International Trade Fair-2025 Secretariat  
1, Kawran Bazar, TCB Bhaban, Dhaka-1215, Bangladesh  
Phone: 02-55013420, PABX 02-9144822-24, 8180084, 8180087, 8180090, Extension No.-114, Fax: 880-2-55014024  
www.epb.gov.bd / E-mail: secy@epb.gov.bd/ Facebook: www.facebook.com/epb.gov.bd



Applicant's  
Recent  
Photo  
(Attested)

## Month-long 29th Dhaka International Trade Fair-2025

(Starting from 01<sup>st</sup> January, 2025) (Tentative)

www.epb.gov.bd

E-mail: ditf@epb.gov.bd

Facebook: www.facebook.com/epb.gov.bd



### Application for Foreign Pavilion (FP) in DITF-2025 (For Foreign Applicants)

1. Name of The Firm/Company (As per Trade Licence) : .....

2. Address: .....

Tel : ..... Mobile : ..... Email : .....

City : ..... State : ..... ZIP : ..... Fax : .....

3. Space and Rates for Foreign Pavilion (36ft. x 36ft.):

Space Rent US\$ 19,000.00 (Nineteen Thousand US Dollar) (Without Vat-Tax)

Application Processing Fee (Within Vat-Tax) US\$ 400.00 (Four Hundred US Dollar) (Non-Refundable)

4. Preferred Foreign Pavilion (FP) Number and Quoted Price:

Preferred serial number	Foreign Pavilion (FP) Number (According to the master plan)	Quoted Price (In numbers and Words) (Except VAT-Tax)
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>		
5 <sup>th</sup>		

(You can attach separate paper for additional choice)

5. Foreign Pavilion In-charge (Director/Officer):

Name	Designation	Address	Phone

6. Particulars of Foreign Pavilion Management Staff/Owner (in case of individual ownership):

Name	Designation	Address	Phone

7. Types of Business (Please tick in the appropriate box):

- A) Manufacturer  D) Chamber/Trade Association  
 B) General Trader  E) Exporter  
 C) Government/Autonomous Body/Bank  F) Others





**8. Product to be displayed (As per trade license):**

- |         |         |
|---------|---------|
| 1. .... | 5. .... |
| 2. .... | 6. .... |
| 3. .... | 7. .... |
| 4. .... | 8. .... |

**9. Applicants Information:**

Name & Designation (With Seal): .....

**10. Application Processing Fee: (must be on the name of applying firm/company)**

Bank Deposit/Scroll No: ..... Name of the Bank: .....

Branch: ..... Amount: .....

**11. Particulars of Security deposit (Refundable): (must be on the name of applying firm/company)**

Bank Deposit/Scroll No: ..... Name of the Bank: .....

Branch: ..... Amount: .....

Account Number for refund of security money (For Foreign participants only): .....

Name of Bank for refund of security money: ..... Branch: .....

Bank Swift code: ..... (For Foreign participants only)

**12. Security Deposit:**

Foreign Participants shall have to deposit foreign currency amounting to 25% (twenty five percent) of the floor rent/quoted price in advance as Security Deposit along with the application in favor of "DHAKA INTERNATIONAL TRADE FAIR FUND" in the following Foreign Currency (FC) Account (in US\$):

- Name of the Bank: PRIME BANK LTD.  
54 Kawran Bazar C/A, Dhaka-1215, Bangladesh  
A/C No: 11351130020437  
Swift Code No: PRBLBDDH010

**13. Document to be submitted:**

Application must be submitted by Foreign Participants to e-mail: ditf@epb.gov.bd. In case of any difficulty faced by the applicant, downloaded application forms can also be submitted along with required documents by Fax/ Courier service/Post through concerned Bangladesh Missions abroad or through Missions of their own countries in Dhaka with their recommendations along with scanned copies of deposit slip of application processing fee and security money. Applicants of those countries where Bangladesh Missions are not available or they do not have their own Missions in Dhaka shall have to apply through Government/Chamber/Trade Bodies of their own countries.

**14. Terms & Conditions:**

- 14.1 Location map, numbers and quantities of Pavilion, Mini-Pavilion, Stall, Restaurant etc. will be available in DITF-2025 Master Lay-out plan kept at EPB Fair Secretariat and will also be available in www.epb.gov.bd /Facebook: www.facebook.com/epb.gov.bd. Provided that the Fair Authority deserves the right to change or modify the Master Lay-out plan of the fair ground at any time, if it thinks that is necessary and logical;
- 14.2 Hardcopy of Application can be submitted until 03.30 p.m. on 20.12.2024 in the under mentioned offices:  
(a) Finance Section or Office of Secretary, EPB, 1, Karwan Bazar, TCB Bhaban (4<sup>th</sup> Floor), Dhaka-1215; Or  
(b) Office of the Additional Divisional Commissioner (General), First 12-Storeyed Govt. Building, 2nd Floor, Room No. 303, Segunbagicha, Dhaka;
- 14.3 Online Application can be submitted through e-mail: ditf@epb.gov.bd until 03.30 p.m. on 20.12.2024 Application submitted or received after the date and time mentioned above shall not be treated as acceptable;
- 14.4 Commodities and goods made in Bangladesh shall not be displayed or sold in foreign pavilion in DITF-2025;

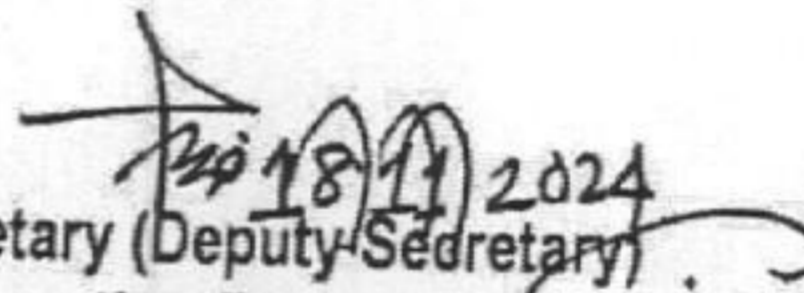


- 14.5 The Security Deposit of Foreign allottees would be refundable after the end of the fair subject to the fulfillment of the terms and conditions mentioned in the Application form, schedules, allotment letter and in the advertisement. Non-participation after final selection shall result in forfeiture of the Entire Deposit. Firms not selected by the fair authority will be eligible for refund of Security deposit after the end of the fair;
- 14.6 No application will be entertained if it is not accompanied with required documents mentioned in the advertisement;
- 14.7 Selected applicants for Foreign Pavilion shall submit architectural and structural design, which are designed by graduate Architect and Engineer, before final allotment to the fair secretariat. During the construction a committee will monitor the compliance of the submitted architectural and structural design. Any deviation will lead to closure of the construction works;
- 14.8 Submission of fake documents with Application form will be liable for forfeiture of entire deposit and cancellation of allotment along with other penalties as per existing law. Verification of TIN/ VAT certificates, physical verification of business location may be made by fair authority to determine the authenticity of the existence of the business houses and of documents submitted by the applicants;
- 14.9 Finally selected applicants shall not be allowed to transfer ownership through power of attorney to anybody under any circumstance. In case of non-compliance with this rule, the entire money will be forfeited;
- 14.10 The enterprises or persons/participants are not entitled to participating in the tender/bidding activities of DITF-2025, if they had not paid full amount of money which was outstanding for previous fairs and such applicants will not be allocated Foreign Pavilion of DITF-2025.
- 14.11 If any enterprise/participant does not comply with terms and conditions of tender advertisement and schedules, they may be penalized or declared black listed and unfit for future DITF's and also may be punished as per existing rules and regulations;
- 14.12 The name of depositor enterprise/company/applicant must be mentioned in the deposit slip of money and such deposit slip, given by Bank, must be preserved by the depositor enterprise/company/applicant for future uses until the security money is returned. Without submitting the original copy of such deposit slip, security money shall not be returned;
- 14.13 To get return of the security money, written application must be submitted in the fair secretariat of EPB. If such applications are not submitted within 90 (ninety) days from the end of the fair, the fair authority may forfeit upto 50% (fifty percent) of the deposited money for security. If such applications are not submitted within 180 (one hundred and eighty) days from the end of the fair, full amount of deposit for security may be forfeited by the fair authority. If such applications are not submitted in the fair secretariat within 300 (three hundred) days from the end of the fair, full amount of deposit for security shall be forfeited automatically and in such circumstances, those shall be non-refundable;
- 14.14 The fair authority will not be responsible for poor turnout of visitors and premature closure of the fair for any reason whatsoever and any plea for refund of rent and taxes will not be entertained;
- 14.15 Participants shall have to pay the proportionate amount of rent/royalty for their respective Pavilion/Stall for the extended period of the Fair. If the money for rent or royalty, payable for extended period of fair are not paid/deposited by the participants, those amount shall be deducted and collected from the security deposit. In this regard, the fair authority's decision will be final;
- 14.16 Breach of provisions/conditions, laid down in the advertisement, allotment letter and schedule will lead to the forfeiture of the security deposit and all other rents and make the exhibitor liable to other punitive actions as decided by the fair authority;
- 14.17 In addition the payable rent/royalty, VAT, Tax, additional amount of US\$ 4,500.00 (Four Thousand Five Hundred Only) shall have to be paid to fair fund for construction of each floor above the ground floor of the Foreign pavilion and with these amount of money additional respective VAT and Tax are also to be paid to fair fund;
- 14.18 If it is constructed, underground godowns in the Pavilion, additional amount of US\$ 2,250.00 (Two Thousand Two Hundred Fifty Only) will have to be paid along with respective VAT and Tax for each Foreign pavilion;
- 14.19 Moreover, to construct the above mentioned additional floor/godown in the Foreign pavilion, prior approval of the fair authority is compulsory;
- 14.20 If the participants violate any rules and regulations of the fair, the fair authority may impose penalty up to the amount of deposit for security;
- 14.21 If any allottee enterprise/company occupies space of fairground without permission of the fair authority, those may be imposed penalty with a maximum of one and half times of quoted value of the allotted rent rate;
- 14.22 All Floor rate or allotted price shall be treated for 30 (Thirty) days;
- 14.23 If any owner/executive/employee of any enterprise/company, selected for participation in the fair, behaves indecorous/discourteous manner with the fair authority, they may be declared as unfit for participation in DITF or civil and criminal case may be filed against them;
- 14.24 If full payment of payable money is not deposited in the fair fund by the respective enterprise/company, the allotment of those enterprises in DITF shall be cancelled along with forfeiture of the money which has been deposited in the Fair Fund earlier;



- 14.25 Any organization/company/person/owner with any dues of previous DITFs is not entitled to participate in the tender/bidding activities of the fair. Such applicant, if any, will not be allotted any Pavillion/Stall/Restaurant of DITF-2025;
- 14.26 No Food item shall be allowable to sell in Foreign Pavillion.
- 14.27 Any applicant declared unfit to participate in DITF activities or black listed by EPB will not be eligible to submit any application/tender of DITF-2025;
- 14.28 The owner of best Stalls/Pavilion, selected by the fair authority, may be awarded Trophy at the end of the fair;
- 14.29 Incomplete application/tender will not be acceptable;
- 14.30 If the participants selected for allotment of Foreign pavilions of DITF fail to complete the allotted works within the stipulated time, or express unwillingness to do so or fail to participate, or breach any of the terms & conditions mentioned in the tender notice/schedules/work order/allotment letter, work order/allotment letter issued in their favor will be cancelled and all the money deposited in the fair fund for royalty, rent, VAT, income tax, security deposit etc. will be confiscated;
- 14.31 Relevant all other conditions/provisions, laid down/mentioned in the published advertisements, are applicable for applicants/participants. Those conditions and provisions shall be followed and complied by applicants and allottees;
- 14.32 The fair authority reserves the right to change the date & time of the fair without showing any reason;
- 14.33 The fair authority reserves the right to accept or reject any or all applications without showing any reason;
- 14.34 The fair authority reserves the right to cancel this advertisement and entire tendering process without showing any reason whatsoever.

**15. Seal and Signature of Applicant:**

  
Secretary (Deputy Secretary)  
Export Promotion Bureau, Bangladesh  
&  
Director

29<sup>th</sup> Dhaka International Trade Fair-2025 Secretariat  
1, Kawran Bazar, TCB Bhaban, Dhaka-1215, Bangladesh  
Phone: 02-55013420, PABX 02-9144822-24, 8180084, 8180087, 8180090, Extension No.-114, Fax: 880-2-55014024  
www.epb.gov.bd / E-mail: secy@epb.gov.bd/ Facebook: www.facebook.com/epb.gov.bd

Applicant's  
Recent  
Photo  
(Attested)

## Month-long 29th Dhaka International Trade Fair-2025

(Starting from 01<sup>st</sup> January, 2025) (Tentative)

www.epb.gov.bd

E-mail: ditf@epb.gov.bd

Facebook: www.facebook.com/epb.gov.bd



### Application for Space Foreign Premier Stall (FPS) in DITF-2025 (For Foreign Applicants)

1. Name of The Firm/Company (As per Trade Licence) : .....
2. Address: .....
- Tel : ..... Mobile : ..... Email : .....
- City : ..... State : ..... ZIP : ..... Fax : .....
3. Space and Rates for Foreign Premier Stall (20ft x 20ft):  
Space Rent US\$ 7000.00 (Seven Thousand US Dollar) (Without Vat-Tax)  
Application Processing Fee (Within Vat-Tax) US\$ 135.00 (One Hundred Thirty five US Dollar) (Non-Refundable)

4. Preferred Foreign Premier Stall (FPS) and Quoted Price:

Preferred serial number	Foreign Premier Stall (FPS) Number (According to the master plan)	Quoted Price (In numbers and Words) (Except VAT-Tax)
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>		
5 <sup>th</sup>		

(You can attach separate paper for additional choice)

5. Foreign Premier Stall In charge (Director/Officer):

Name	Designation	Address	Phone

6. Particulars of Foreign Premier Stall Management Staff/Owner (in case of individual ownership):

Name	Designation	Address	Phone

7. Types of Business (Please tick in the appropriate box) :

- |   |   |
|---|---|
| <input type="checkbox"/> A) Manufacturer                      | <input type="checkbox"/> D) Chamber/Trade Association |
| <input type="checkbox"/> B) General Trader                    | <input type="checkbox"/> E) Exporter                  |
| <input type="checkbox"/> C) Government/Autonomous Bodies/Bank | <input type="checkbox"/> F) Others                    |



8. Product to be displayed (As per trade license):

- |         |         |
|---------|---------|
| 1. .... | 5. .... |
| 2. .... | 6. .... |
| 3. .... | 7. .... |
| 4. .... | 8. .... |

9. Applicants Information:

Name & Designation (With Seal) : .....

10. Application Processing Fee: (must be on the name of applying firm/company)

Bank Deposit/Scroll No: ..... Name of the Bank: .....

Branch: ..... Amount: .....

11. Particulars of Security deposit (Refundable): (must be on the name of applying firm/company)

Bank Deposit/Scroll No: ..... Name of the Bank: .....

Branch: ..... Amount: .....

Account Number for refund of security money (For Foreign participants only).....

Name of Bank for refund of security money ..... Branch .....

Bank Swift code: .....(For Foreign participants only)

12. Security Deposit:

Foreign Participants shall have to deposit foreign currency amounting to 25% (twenty five percent) of the floor rent/quoted price in advance as Security Deposit along with the application in favor of "DHAKA INTERNATIONAL TRADE FAIR FUND" in the following Foreign Currency (FC) Account (in US\$):

- Name of the Bank: PRIME BANK LTD.  
54 Kawran Bazar C/A, Dhaka-1215, Bangladesh  
A/C No: 11351130020437  
Swift Code No: PRBLBDDH010

13. Document to be submitted:

Application must be submitted by Foreign Participants to e-mail: ditf@epb.gov.bd. In case of any difficulty faced by the applicant, downloaded application forms can also be submitted along with required documents by Fax/ Courier service/Post through concerned Bangladesh Missions abroad or through Missions of their own countries in Dhaka with their recommendations along with scanned copies of deposit slip of application processing fee and security money. Applicants of those countries where Bangladesh Missions are not available or they do not have their own Missions in Dhaka shall have to apply through Government/Chamber/Trade Bodies of their own countries.

14. Terms & Conditions:

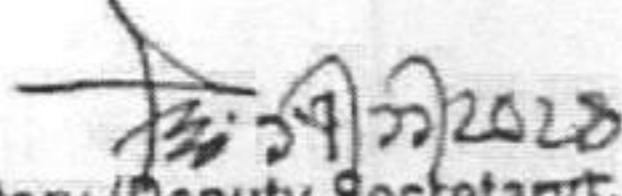
- 14.1 Location map, numbers and quantities of Pavilion, Mini-Pavilion, Stall, Restaurant etc. will be available in DITF-2025 Master Lay-out plan kept at EPB Fair Secretariat and will also be available in [www.epb.gov.bd](http://www.epb.gov.bd) and Facebook page: Dhaka International Trade Fair-EPB. Provided that the Fair Authority deserves the right to change or modify the Master Lay-out plan of the fair ground at any time, if it thinks that is necessary and logical;
- 14.2 Hardcopy of Application can be submitted until 03.30 p.m. on 20-12-2024 in the under mentioned offices:  
(a) Finance Section or Office of Secretary, EPB, 1, Karwan Bazar, TCB Bhaban (4<sup>th</sup> Floor), Dhaka-1215; Or  
(b) Office of the Additional Divisional Commissioner (General), First 12-Storeyed Govt. Building, 2nd Floor, Room No. 303, Segunbagicha, Dhaka;
- 14.3 Online Application can be submitted through e-mail: [epb.ditf@gmail.com](mailto:epb.ditf@gmail.com) until 03.30 p.m. on 20-12-2024. Application submitted or received after the date and time mentioned above shall not be treated as acceptable;
- 14.4 Commodity and goods, made in Bangladesh, shall not be displayed or sold in foreign pavilion/stall in DITF-2025;



- 14.5 The Security Deposit of Foreign Allottees would be refundable at the end of the fair period subject to the fulfillment of the terms and conditions mentioned in the application form, allotment letter and as per the advertisement. Non-participation after final selection shall result in forfeiture of the Entire Deposit. Firms not selected by the Fair Authority will be eligible for refund of Security deposit after the end of the fair;
- 14.6 No application will be entertained if it is not accompanied with required documents mentioned in the advertisement;
- 14.7 Selected applicants for Foreign Premier Stall shall submit architectural and structural design, which are designed by graduate Architect and Engineer, before final allotment to the fair Secretariat. During construction a committee will monitor the compliance of the submitted architectural and structural design. Any deviation will lead to closure of the construction works;
- 14.8 Submission of fake documents with application Form will be liable for forfeiture of entire deposit and cancellation of allotment along with other penalties as per existing law. Verification of TIN/VAT certificates, physical verification of business location may be made by fair authority to determine the authenticity of the existence of the business houses and of documents submitted by the applicants;
- 14.9 Finally selected applicants shall not be allowed to transfer ownership through power of attorney to anybody under any circumstance. In case of non-compliance with this rule, the entire money will be forfeited;
- 14.10 The enterprises or persons/participants are not entitled to participating in the tender/bidding activities of DITF-2025, if they had not paid full amount of money which was outstanding for previous fairs and such applicants will not be allocated Foreign Pavilion of DITF-2025;
- 14.11 If any enterprise/participant does not comply with terms and conditions of tender advertisement and schedules, they may be penalized or declared black listed and unfit for future DITFs and also, may be punished as per existing rules and regulations;
- 14.12 The name of depositor enterprises must be mentioned in the deposit slip of money and such deposit slip, which is given by Bank, must be preserved by the depositor enterprises for future uses until the security money is returned. Without submitting the original copy of such deposit slip, security money shall not be returned;
- 14.13 To get return the security money, written application must be submitted in the fair secretariat of EPB. If such applications are not submitted within 90 (ninety) days from the end of the fair, the fair authority may forfeit upto 50% (fifty percent) of the deposited money for security. If such applications are not submitted within 180 (one hundred and eighty) days from the end of the fair, full amount of deposit for security, may be forfeited by the fair authority. If such applications are not submitted in the fair secretariat within 300 (three hundred) days from the end of the fair, full amount of deposit for security, shall be forfeited automatically and in such circumstances, those shall be non-refundable;
- 14.14 The Fair Authority will not be responsible for poor turnout of visitors and premature closure of the fair for any reason whatsoever and any plea for refund of rent and taxes will not be entertained;
- 14.15 Participants shall have to pay the proportionate amount of rent/royalty for their respective Stall for the extended period of the Fair. If the money for rent or royalty, payable for extended period of fair, are not paid/deposited by the participants, those amount shall be deducted and collected from the security deposit. In this regard the fair authority's decision will be final;
- 14.16 Breach of provisions/conditions, laid down in the advertisement, allotment letter and schedule will lead to the forfeiture of the security deposit and all other rents and make the exhibitor liable to other punitive actions as decided by the Fair Authority;
- 14.17 If the participants violate any rules and regulations of the fair, the fair authority may impose penalty up to the amount of deposit for security;
- 14.18 If any allottee enterprise occupies space of fairground without permission of the fair authority, those may be imposed penalty with a maximum of one and half times of quoted value of the allotted rent rate.
- 14.19 All Floor rate or allotted price shall be treated for 30 (Thirty) days;
- 14.20 If full payment of payable money is not deposited in fair fund by the respective enterprise, the allotment of those enterprises in DITF shall be cancelled along with forfeiture of the money which has been deposited in the Fair Fund earlier;
- 14.21 The enterprises or persons/participants are not entitled to participating in the tender/bidding activities of DITF-2025, if they had not paid full amount of money, which was outstanding for previous DITF's and such applicants will not be allocated any Pavilion/Stall of DITF-2025;

- 14.22 No Food item shall be allowable to sell **Foreign Premier Stall**;
- 14.23 Any entrepreneur or enterprise which had been declared unfit to participate in DITF activities or has been black listed by Export Promotion Bureau will not be eligible to submit application/tender;
- 14.24 If any owner, executives employee of any enterprise, selected for participation in the fair, behave indecorous/discourteous manner with fair authority, they may be declared as unfit for participation in DITF's or civil and criminal case may be filed against them;
- 14.25 The owner of best Stalls/Pavilion, selected by DITF authority, may be awarded Trophy at the end of the fair;
- 14.26 Incomplete application/tender will not be acceptable;
- 14.27 After final selection, non-participation or unwillingness to complete the allotted work applicant, shall result in forfeiture of their Security Deposit;
- 14.28 Relevant all other conditions/provisions, laid down/mentioned in the published advertisements, are applicable for applicants/participants. Those conditions and provisions shall be followed and complied by applicants and allottees;
- 14.29 The fair authority reserves the right to change the date & time of the fair without showing any reason;
- 14.30 The fair authority reserves the right to accept or reject any or all applications without showing any reason;
- 14.31 The fair authority reserves the right to cancel this advertisement and entire tendering process without showing any reason whatsoever.

15. Seal and Signature of Applicant:

  
Secretary (Deputy Secretary)  
Export Promotion Bureau, Bangladesh  
&  
Director

29<sup>th</sup> Dhaka International Trade Fair-2025 Secretariat  
1, Kawran Bazar, TCB Bhaban, Dhaka-1215, Bangladesh  
Phone: 02-55013420, PABX 02-9144822-24, 8180084, 8180087, 8180090, Extension No.-114, Fax: 880-2-55014024  
www.epb.gov.bd / E-mail: secy@epb.gov.bd / Facebook: www.facebook.com/epb.gov.bd