

**Civil Aviation Authority of Bangladesh**  
**Administration Division**  
**HQ, Kurmitola, Dhaka-1229**  
**Invitation for Tender**



File No: 30.31.0000.211.32.966.22-342

Date: 03/01/2023

1	Ministry/Division	Ministry of Civil Aviation and Tourism	
2	Agency	Civil Aviation Authority of Bangladesh (CAAB).	
3	Procuring Entity Name	Director (Administration).	
4	Procuring Entity District	Dhaka.	
5	Invitation for	Event Management of COSCAP-SA Steering Committee on 24-26 January 2023.	
6	Invitation Ref No	File No-30.31.0000.211.32.966.22.339, Date: 02/01/2023	
7	Procurement Method	Procurement of Non-Consulting Services.	
8	Budget and Source of Funds	CAAB's own Fund	
9	Tender No.	Admin-10/2022-2023	
10	Tender Publication Date	03/01/2023	
11	Tender Last Selling Date and Time	18/01/2023, 12:00 PM	
12	Tender Closing Date and Time	19/01/2023	12:00 PM
13	Tender Opening Date and Time	19/01/2023	12:15 PM
14	Tender Document Selling Office address	Cash Section of Director (Finance), CAAB HQ, Dhaka.	
15	Receiving Tender Document	Director (Admin).CAAB, H.Q, Kurmitola, Dhaka-1229.	
16	Opening Tender Document	Director (Admin).CAAB, H.Q, Kurmitola, Dhaka-1229.	
<b>INFORMATION FOR TENDERER</b>			
17	Eligibility of Tenderer (Documented evidence must be submitted)	<p>i. The minimum number of years of general experience of the Tenderer in contracting industries in public sector as Prime Contractor/Sub Contractor/Management Contractor shall be 3 (Three) years. [Relevant Document must be submitted]</p> <p>ii. The minimum specific experience as a Prime Contractor in providing non-Consultant Service of at least One Contract of similar nature, complexity and methods/technology (International Event management on Civil Aviation Sector) completed over a period of 03 (Three) years each with a value of at least Tk. 78,00,000/- (Seventy Eight Lac) shall be required. [Relevant Document must be submitted]</p> <p>iii. The required average annual turnover of the Tenderer shall be at least of the amount of Tk. 52,00,000/- (Fifty Two Lac) in the last 3(three) years. (Relevant document from Bank to be submitted) [Statement(s) of Receipts, from any scheduled Bank of Bangladesh, issued not earlier than twenty eight (28) days prior to the day of the original deadline for submission of Tenders].</p> <p>iv. The minimum amount of liquid assets i.e. working capital or credit line(s) of the Tenderer shall be Tk. 85,00,000/- (Eighty Five Lac) (Document must be submitted as per Form PSN-5).</p>	
18	Price of Tender Document (Tk)	2000.00 (Two Thousand Taka only) Non-refundable (15% VAT)	
19	Tender Security Amount	The amount of the Tender Security shall be Tk. 2,10,000/- (Two Lac Ten Thousands) from any schedule bank of Bangladesh as pay order/Bank draft (refundable) In favour of Chairman, CAAB.	
20	The procuring entity reserves the right to accept or reject any or all the tenders thereof.		

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Director (Admin)  
 CAAB, H.Q, Kurmitola, Dhaka.