

Dhaka International Trade Fair-2017

(January 01 to 31, 2017)

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Applicant's
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(Attested)

Application for Space Foreign Pavilion (FP) in DITF-2017 (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 (50ft x 50ft):

Space Rent US\$ 16,000.00 (Sixteen Thousand US Dollar)

Application Processing Fee US\$ 325.00 (Three Hundred Twenty Five US Dollar)

4. Preference of Foreign Pavilion Applied For and quoted value:

Preferences	Foreign Pavilion (As per Lay-out plan)	Rent Amount (Amount & words) (Excluding VAT and Taxes)
First Preference		
Second Preference		
Third Preference		
Fourth Preference		

(For more than four preferences, please use separate sheet and attach)

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

B) General Trader

C) Government/Autonomous Bodies/Bank

☐
☐
☐

D) Chamber/Trade Association

E) Exporter

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 Deposit US\$ 3,500.00 (Three thousand Five Hundred US Dollar) only in advance as security deposit 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.**
A/C No: 11351130020437
- **Swift Code No: PRBLBDDH010**

13. Document to be submitted:

Application must be submitted On-line by Foreign Participants. In case of any difficulty faced by the applicant, downloaded application forms can also be submitted along with required documents (Application Processing fee and deposit slip of Security money) by Fax/ Courier service/Post through concerned Bangladesh Missions abroad or through missions of their own country in Dhaka. Applicants of those countries which do not have Bangladesh Missions in their own Countries or their own Missions in Dhaka will have to apply through Government/Chamber/Trade Bodies of their own country.

14. Terms & Conditions:

- 14.1 Location map and numbers of Pavilion, Mini-Pavilion, Stall and Restaurant under Premier category will be available in the drawn lay-out at EPB Fair Secretariat and DITF website. Provided that the Fair Authority deserves the right to change or modify the 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 04:30 pm on 09/10/2016 in the under mentioned offices:
 - (a) Finance Section or Office of Secretary, EPB, 1, Karwan Bazar, TCB Bhaban (4th Floor), Dhaka-1215; Or
 - (b) Office of the Additional Divisional Commissioner (General), First 12-Storied Govt. Building, 2nd Floor, Room No. 303, Segunbagicha, Dhaka.
- 14.3 On-line applications can be submitted until 04:30 pm on 09/10/2016.
No application shall be submitted after the said period of time.
- 14.4 Selected participants will be required to submit the deposit slip of the rent in full amount plus applicable VAT and TAX in favor of DHAKA INTERNATIONAL TRADE FAIR FUND within 7(Seven) days from the date of issuance of primary allotment letter in the respective Bank Account (PRIME Bank for Foreign participants)

- 14.5 Commodity and goods, made in Bangladesh, shall not be displayed or sold in foreign pavilion in DITF-2017.
- 14.6 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;
- 14.7 No application will be entertained if it is not accompanied with required documents mentioned in the advertisement;
- 14.8 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 construction a committee will monitor the compliance of the submitted architectural and structural design. Any deviation will lead to closure of the construction works.
- 14.9 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;
- 14.10 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;
- 14.11 The enterprises or persons/participants are not entitled to participating in the tender/bidding activities of DITF-2017, 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-2017.
- 14.12 If any enterprise/participant does not comply with terms and conditions of tender advertisement and schedules, they may be penalised or declared black listed and unfit for future DITFs and also, may be punished as per existing rules and regulations.
- 14.13 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.
- 14.14 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.
- 14.15 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;
- 14.16 Participants shall have to pay the proportionate amount of rent/royalty for their respective 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;
- 14.17 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.
- 14.18 In addition the payable rent/royalty, VAT, Tax, additional amount of Tk. 2,50,000/- 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.
- 14.19 If it is constructed, underground Godown in the Mini pavilion, additional amount of Tk. 1,00,000/- will have to be paid along with respective VAT and Tax for each Mini-pavilion.
- 14.20 Moreover, to construct the above mentioned additional Floor/Godown in the Mini-Pavilion, prior approval of Fair Authority is compulsory.
- 14.21 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.

- 14.22 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.
- 14.23 All Floor rate or allotted price shall be treated for 31 (Thirty one) days.
- 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 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.
- 14.26 The enterprises or persons/participants are not entitled to participating in the tender/bidding activities of DITF-2017, 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-2017.
- 14.27 No Food item shall be allowable to sell in **Foreign Pavilion**.
- 14.28 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.
- 14.29 The owner of best Stalls/Pavilion, selected by DITF authority, may be awarded Trophy at the end of the fair.
- 14.30 3(three) allottee enterprises may be awarded trophy for payment of highest VAT in Govt. treasury upto 5:00 p.m. of immediate previous day of the end of the fair, against conducting business in DITF-2017 premise. These VAT related information will be collected from VAT office, situated at the fair premise.
- 14.31 Incomplete application/tender will not be acceptable.
- 14.32 After final selection, non-participation or unwillingness to complete the allotted work applicant, shall result in forfeiture of their Security Deposit.
- 14.33 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.
- 14.34 The Fair Authority reserves the right to accept or reject any or all applications/tenders.

15. Seal and Signature of Applicant :

Director

Dhaka International Trade Fair-2017 Secretariat

Export Promotion Bureau, Bangladesh

1, Kawran Bazar, TCB Bhaban (4th Floor), Dhaka-1215, Bangladesh

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