Applicant's Recent Photo (Attested)

Government of the People's Republic of Bangladesh
Export Promotion Bureau
Dhaka-1215.

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 2027 (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)
1st		
2nd		
3rd		
4th		
5th		

(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):**

- ☐ 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 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: 2113511003077
  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 M**issions 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 2027 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 02.00 p.m. on 30-11-2026 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 Online Application can be submitted through e-mail: epb.ditf@gmail.com until 03.00 p.m. on 30-11-2026 Aapplication 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 2027;

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 2027, 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 2027.

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 amounts 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 amounts 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 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;

14.21 All Floor rate or allotted price shall be treated for 30 (Thirty) days;



14.22 If any owner, executive's 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 2027, 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 2027;

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:

Mr. Bazlur Rashid
Secretary (Deputy Secretary)
Export Promotion Bureau, Bangladesh
&
Director
31th Dhaka International Trade Fair 2027 Secretariat
1, Kawran Bazar, TCB Bhaban, Dhaka-1215, Bangladesh
Phone: 02-55013420, E-mail: ditf@epb.gov.bd, secy@epb.gov.bd