

Serial No: BYLC/PR/Administration/BBLT & BBLTJ Phase-II/2510-06

Subject- RFQ for T-shirt, Notebook, File folder

Sealed Quotations are now invited from suppliers of the following item under the Terms and Conditions are mentioned below on your Letter Head Pad.

Lot	Goods/Services	Description	Qty	Quoted Price (BDT)
1	BBLT T-shirt	Design as per the sample. Size: S-70, M-225, L-225, XL-150, XXL-50	720	
2	Red Notebook	As per the sample 80 pages per notebook	650	
3	File Folder	As per the sample	1000	

Terms & Conditions:

Quotations are to be submitted on the date: **13/10/2025 & Time: 02:30 PM**

a) Quotations are to be submitted through mail (etender@bylc.org) or submit sealed quotations at Medona Tower (Level 12), 28 Mohakhali C/A Dhaka 1212, BYLC.

b) Delivery Date and Place:

Sl	Goods/Service	Qty	Date	Location
01	BBLT T-shirt	720	28/10/2025	BYLC HQ
	Red Notebook	650	28/10/2025	BYLC HQ
	File Folder	1000	30/10/2025	BYLC HQ

c) Warranty: N/A

d) Inspection: The designated BYLC representative will inspect all items. If any issues are identified, BYLC reserves the right to reject the items.

e) Sample: Please ensure the submission of a sample before the final quotation submission date, following our provided sample or equivalent. The successful bidder is required to submit a sample for approval prior to proceeding. Once the sample is approved, all materials must be delivered in strict accordance with the approved sample.

f) Offer Validity: 45 days from the date of submission.

g) Evaluation: Evaluation will be done based on Individual lot.

h) Payment: Payment will be transferred to your company bank account directly within 14 days after satisfactory delivery and a notation on the delivery challan by the recipient (with name, designation & date). The supplier must mention his A/C Name, Account No., Bank Name, Branch Name, and e-mail address in the Invoice / Bill through a seal. The supplier must provide Mushok 6.3 along with the bill as per govt. rules.

i) Alternative Offer: Alternative offers will not be accepted.

j) Only one organization can participate in the bidding process under the same proprietorship or family. If found more than one organization under above condition both the organizations will be termed as non-responsive.

k) During the participation in any tendering/enlistment process, if any vendor provides fake documents, they will be banned from business with BYLC for certain years as per BYLC Policy.

Other Terms & Conditions

a. The liquidated damage should be 0.5% per week or part thereof delay until actual delivery, up to a maximum deduction of 5% the contract price.

b. Following Documents are to be submitted (for non-enlisted bidders):

- Copy of Trade license
- TIN Certificate
- BIN Certificate
- Up to date Tax Certificate / Payment receipt

c. For any further clarification, any bidder may contact 01520101502, or email mehedi.hasan@bylc.org.

d. BYLC reserves the right to accept or reject any or all quotations/tenders without assigning any reason whatsoever.

Award Notification: Only the successful bidder will be notified.

Thanking You



Mehedi Hasan Rana
Deputy Manager,
Supply Chain Management