

Date: 08-07-2024

Subject: RFQ for Annual Subscription Renewal

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

Lot No.	Item Name	Specification	Quantity	Total Price (BDT)
Lot-1	Annual Subscription Renewal	Adobe Acrobat Pro Annual Subscription Renewal	04	
Grand Total (up to delivery place)				

*Note: For detailed specifications, additional papers may be affixed

Terms & Conditions:

Quotations are to be submitted on the date: 10-07-2024 & Time: 02:30 PM

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

a) Warranty: N/A

b) Inspection:

Inspection will be carried out by the concerned technical person before receiving the goods which will be ensured by the respective program of BYLC (If required).

c) Sample: N/A

1. Successful bidder may require to make approved sample from concern program before delivery. In case of sample submission, sample(s) must be returned within 7 working days from email notification. Otherwise, sample(s) will be disposed. /

2. Sample(s) of the item(s) must be submitted on/before the submission deadline to the respective procurement staff on week days from 9.00 AM to 3.00 PM.

d) Offer Validity: 30 days from the date of submission.

e) Evaluation: Evaluation will be done on the basis of total package.

f) 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 bill as per govt. rules.

g) Partial Payment: against partial delivery is allowed.

h) Alternative Offer: Alternative offer will not be accepted.

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

responsive

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

Other Terms & Conditions

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

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

Award Notification:

Only the successful bidder will be notified.

Thanking You
For BYLC



Mehedi Hasan Rana
Deputy Manager, SCM