

Invitation for Tender (IFT) Office Interior Work

Bangladesh Youth Leadership Center (BYLC), the country's first leadership institute, exists to build connections among youth from diverse backgrounds, equip them with leadership skills, and enable them to have high impact in public, private, and civil sectors. All our efforts aim to strengthen prosperity, justice, and inclusiveness in societies worldwide. So far, BYLC has trained about 4,000 high school, college, and university students through its different programs and many of its alumni are now exercising leadership in different sectors in Bangladesh and around the world.

BYLC is hereby requesting Invitations for Tender (IFT) for the interested and experienced interior design companies for developing detail drawings, supplying all materials as per approval to complete the interior work, furnishing, internal painting, internal illumination, and finishing work of our total 13,500 square feet office space in two floors (6,750 square feet in each floor).

Procuring Entity	Bangladesh Youth Leadership Center (BYLC)	Tender ID No	ET/MJF/000002-2019
Source of Fund	MJF/UKAID	Tender Category	Office interior work
Project/Program Name	Youth Leadership for an Inclusive and Prosperous Bangladesh	Published On	March 12, 2019
Address	Plot 3, Road 20, Block J, Baridhara 1212, Dhaka	Submission Deadline	March 25, 2019

Item Details

SN	Item Name	Quantity	Description	Remarks
1.	Reception desk	2	Sitting capacity for one Front Desk Officer with a desktop	One desk per floor
2.	Sitting arrangement for office staff	1	Air-conditioned open office workspace for around 100 people, team-wise tables with drawer facility, one executive room for the President, and all chairs with lumbar support	In the main office floor
3.	Small meeting rooms	8	Meeting rooms will have a sitting arrangement for 6-8 people and a wall-mounted glass board	Four meeting rooms per floor
4.	Multipurpose conference room	2	Sitting capacity for 15-20 people with conference room table, a wall-mounted glass board, and a TV monitor with desktop connection	One conference room per floor
5.	Small video studio	1	100-150 square feet soundproof room	In the main office floor
6.	President's room	1	A 200-300 square feet room with an executive table for the President, bookshelf, couch and coffee table for guests, and an adjacent washroom	In the main office floor
7.	Kitchen for preparing tea/coffee and washing	2	With facilities of dish wash, water filter, tea/coffee making machine, microwave oven, refrigerator, etc.	One kitchen per floor

	dishes			
8.	Dining space for office staff	1	Dining facility for 20-30 people, designed in a way to ensure multi-purpose use	In the main office floor
9.	Common space/ multipurpose space for BYLC staff, volunteers, and alumni	1	Room capacity around 50 people or more	In the main office floor
10.	Storeroom	1	150-300 square feet full height storage made of thick commercial boards with thick commercial ply on the back with 2 ft deep for keeping boxes. The exposed and inside surfaces to have 1 mm thick laminate with all necessary hardware and fittings with S.S. finished handles and locks where required	In the main office floor
11.	Server room	1	Full height glass partition with a wooden rack on one side provided with wire channels wherever required	In the main office floor
12.	Women lounge	1	Comfortable sitting arrangement for 5-10 women with prayer and nursing facility	In the main office floor
13.	Coworking space (E-Lab) or sitting arrangement for young entrepreneurs		Air-conditioned sitting capacity for around 80-100 people or 20-25 tables (each table will have four chairs)	In the coworking space
14.	Large classroom	1	Training room/classroom for 70-100 people providing classroom chairs, projector, whiteboard, etc.	In the coworking space
15.	Small classroom	1	Training room/classroom for 40-60 people providing classroom chairs, projector, whiteboard, etc.	In the coworking space
16.	Dining space for coworking space users	1	A multi-purpose dining facility for 20-30 people	In the coworking space
17.	Lockers	1	Lockers to keep valuables, wooden racks with finished lock systems, and unique numbers	In the coworking space
18.	Computer lab	1	Desktop tables made in commercial board with laminate on top for all the working tables. Providing and fitting tables with each module having keyboards trays with wire channel where ever required. Separate space for photocopy, a scanning machine, and printing facilities.	The lab needs space and facility to accommodate 10 desktops, one photocopy machine, one printer, and one scanner
19.	Almirah, file cabinet, bookshelf, rack		A necessary number of office furniture to meet the requirement of 100 staff	
20.	Fan, Light, Light Kits, etc		As needed	

N.B.

1. This is an online tender, where only e-Tender will be accepted, no offline/hard copies will be accepted
2. You are requested to submit the quotation with company seal and signature along with a copy of your company registration and vat registration document online at <http://bylc.org/e-tender>
3. If the Tenderer(s) submit any false/incorrect or fake document then the tender security may be forfeited and the company may get blacklisted
4. BYLC reserves the right to accept or to reject any or all quotations without giving any reason or whatsoever
5. Only shortlisted bidder will be called for presenting detailed documents and negotiation
6. For further information and guidelines please email at etender@bylc.org