

Serial No: **BYLC/PR/Skills and Employment/Bijoyee/2410-69-75**

Date: 28/10/24

Subject- RFQ for food and venue

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

Lot	Goods/ Service	Specification	Training Dates	Location	Mo U	Qty
01	Food	Breakfast, Lunch, and Snacks for 35 participants	03 Nov- 07 Nov	Gazipur Spoke Office	Pcs	175
	Food	Breakfast, Lunch, and Snacks for 35 participants	17 Nov- 21 Nov		Pcs	175
	Food	Breakfast, Lunch, and Snacks for 35 participants	24 Nov- 28 Nov		Pcs	175
02	Food	Breakfast, Lunch, and Snacks for 45 participants	03 Nov- 07 Nov	Tongi	Pcs	225
	Food	Breakfast, Lunch, and Snacks for 45 participants	17 Nov- 21 Nov		Pcs	225
03	Venue	Rent for 5 days	03 Nov- 07 Nov	Chowrasta	Day	5
	Food	Breakfast, Lunch, and Snacks for 45 participants			Pcs	225
	Venue	Rent for 5 days	17 Nov- 21 Nov		Day	5
	Food	Breakfast, Lunch, and Snacks for 45 participants			Pcs	225
The food menu is attached						

Terms & Conditions:

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

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.

Offer Validity: 30 days from the date of submission.

Evaluation: Evaluation will be done based on individual lot.

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.

Partial Payment against partial delivery is allowed.

Alternative Offer: Alternative offers will not be accepted.

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

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.

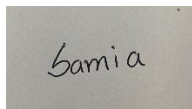
Other Terms & Conditions

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



Samia Sayeti Binte Ali
Executive, Supply Chain Management

Goods/ Service(s)	Specification	Quantity	Unit Price	Total Price
Day 01				
Morning Snacks	Patisapta- 1PS	1		
	Banana- 1PS			
	Coffee			
Lunch	White Pulao, Chicken Roast, Egg Curry, Salad, Jorda/Payes, Water			
Evening Snacks	Packet Biscuites-02 PS			
	Coffee			
Day 02				
Morning Snacks	Vegetabl Pastries Pettis- 1PS	1		
	Misti- 1PS			
	Coffee			
Lunch	White Rice, Rui Fish (130gm) 1 PS, Mixed Vegetable/Vaji, Dal, Salad, Water			
Evening Snacks	Packet Dry Cakes-02 PS			
	Coffee			
Day 03				
Morning Snacks	Honeycomb Mixed Fruits/Pauruti	1		
	Banana- 1PS			
	Coffee			
Lunch	Egg Fried Rice, Chicken Curry, Chinese Vegetable, Salad, Water			
Evening Snacks	Packet Muffin Cake-01 PS			
	Coffee			
Day 04				
Morning Snacks	Vegetable Roll- 1PS	1		
	Laddu- 1PS			
	Coffee			
Lunch	Bhuna Khichuri, Chicken Curry 03 PS, Begun Vaja 2PS, Salad, Water			
Evening Snacks	Dry Cakes-02 PS			
	Coffee			
Day 05				
Morning Snacks	Pauruti/ Honeycomb Mixed Fruits	1		
	Misti- 1PS			
	Coffee			
Lunch	White Pulao, Chicken Roast, Egg Curry, Salad, Jorda/Payes, Water			
Evening Snacks	Muffin cake-01 PS			
	Coffee			
			Net Amount in BDT	
Total Amount in BDT:				

Requirements:

1. Food must be served in **3-compartment** disposable **aluminum foil** lunch boxes.
2. Tea/coffee, and water must be served in paper Cups.
3. The vendor must provide **black waste collection bags** for food trash.
4. The vendor must supply **packets** of bread, dry cakes, muffins, or biscuits.
5. Vendor Must supply tissue for 3 times per day.
6. Food must be delivered on time. (10:15am, 12:45pm, 3:00pm)
7. Food quality and taste must be excellent.
8. This quotation is valid for **one month**.
9. Food price includes all **VAT and Taxes**.
10. The vendor must have **TIN and BIN** certificates.
11. A company seal or signature of an authorized person needs to be included in the quotation.
12. The daily food quantity may vary and will be communicated by **6 PM** the previous day.
13. Payment will be made directly to a bank account. **No cash transactions are allowed**