

Serial No: BYLC/PR/SDP/BBLT & BBLTJ Phase II/2412-14

Date: 12/01/25

Subject- RFQ for Venue Branding

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/Service	Description	MoU	Qty	Unit Price	Total Price
					With VAT & TAX	
01	Venue Branding	<ul style="list-style-type: none"> ● Start and End floor banner; 26'x8', Cloth Media, 4 color Print (2pcs) ● Standee Banner, 8'X4' with Board Frame and White color Base, Cloth Media, 4 Color (30 pcs) ● Registration Booth, 6 booths in a Row. 8X8 feet. 3 side banners (Board frame, cloth media, 4 color print). 2 Tables 3X2 feet per booth. (Color: TBA, Branding on the front side, sticker) Colored carpet on the floor. Booth number: 3 mm PVC 12x9 Inch (6 pcs) ● Medical booth, 02 booths in a row 12x10 feet. 3 side banners (Board frame, cloth media 4 Color Print). with 2 Tables 3X2 feet (Color: white, Sticker Branding on front side) carpet on the floor (2 pcs) ● Photo booth: Booth 01: 16'x8' (Board frame, cloth media). 3" platform and red carpet on the floor. Finishers Booth 02: 16'x8' (Board frame, cloth media). 3" platform and carpet on the floor. DYE cutting (2 pcs) ● Bridge Branding: 40x4 feet, Cloth media, 4 color print. Eyelet for tightening the banner. Vertical side pipe. (2 pcs) ● Hanging Banner: 30'x8' Cloth media, 4 color print. Eyelet for 	Job	01		

	<p>tightening the banner. Top & Bottom side pipe. (4pcs)</p> <ul style="list-style-type: none"> ● Ribbon 25 feet X 8 inches. Cloth Media (1pcs) ● Wristband collection floor banner: 20'x5' Cloth media, 4 color print. no frame (2 pcs) ● Hydration point with a Standee 8'x4', board frame, Cloth media, 4 color print. with 2 tables per point (3x2) feet (3 pcs) ● Starting and Ending gate air balloon cloth (inflatable balloon): Balloon archway, 30 feet wide, 10 feet height (inflatable balloon) (1 pcs) ● Stage: 16'x8' Backdrop, 4xS feet standee. Board frame, Cloth media, 4 color print. with 3', platform, green carpet on the floor (1 pcs) ● Winning stage box (12", 18" and 24" high) wooden platform. Sticker pasting. Grass carpet pasting on the front. (1 pcs) ● TV for countdown 56" with TV stand (1 pcs) ● Sound System 2 pair, 4 cordless microphones (2 pair) ● Chair: Plastic Chair (Rent) (50 pcs) ● Drinking Water Jar: 150 water jar, 20 ltr jar ● Cone Branding: Sticker Length 21", wide 5", 7.5" on the bottom, 4 sides (40 pcs) ● Triangle Flag, 3' W X 2' H, Single Side Printing (30 pcs) ● Cleaning Charge for Hatir Jheel ● Garbage Bag (Large, 100pcs) 					
Grand Total (up to delivery place)						

Terms & Conditions:

Quotations are to be submitted on the date: 16/01/2025 & 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	Venue Branding	1 Job	07/02/25 All set up need to be completed by 1.00am	Hatirjheel

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 total package.

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 to 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