

## E- Tender

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 a high impact in the public, private, and civil sectors. BYLC requests listed capable and reputed vendor(s) to submit the best quotation for the below item(s).

<b>Purchasing Entity</b>	Bangladesh Youth Leadership Center (BYLC)	<b>E-Tender No:</b>	24-02/01
<b>Source of Fund</b>	BBLT & BBLTJ EKN Phase II	<b>Procurement Category</b>	Branding items
<b>Department:</b>	SDP	<b>Published on</b>	<b>February 14, 2024</b>
<b>Address</b>	BYLC HQ, Medona Tower (Level 12), 28 Mohakhali C/A, Dhaka 1213	<b>Submission Deadline</b>	<b>February 18, 2024 3.00 pm</b>
<b>Delivery Place</b>	<b>BYLC HQ.</b>		

Lot No.	Goods/service(s)	Description/ specification	Quantity
<b>Lot 1</b>	Start and End floor banner	26'x8', Cloth media, 4 color Print	2
	Standee banner	8'x4' with wooden frame and white color base, Cloth media, 4 color Print	30
	Registration Booth	08 booth in a Row. 10x10 feet. 3 sides banner (wooden frame, cloth media, 4 color print). 2 Tables 4'x4' per booth. (Color: white, Branding on front side) Cloth media. Red carpet on the floor.	8
	Medical booth	02 booth in a Row. 12x12 feet. 3 sides banner (wooden frame, cloth media 4 color print). with table 8'x12' (Color: white, Branding on front side) Cloth media. Red carpet on the floor.	2
	Photo booth	16'x8' 3 sides banner, (wooden frame, cloth media). 3" platform and red carpet on the floor.	1

	Bridge Branding	40x4 feet, Cloth media, 4 color print. Eyelet for tighten the banner.	2
	Hanging Banner	30'x8' Cloth media, 4 color print.	4
	Ribbon	Finishing line Ribbon, 4" width. Cloth media.	1
	Wristband collection floor banner	20'x5' Cloth media, 4 color print. no frame	2
	Hydration point with a Standee	8'x4', wooden frame, Cloth media, 4 color print. with table 6x 4 feet.	3
	Ending gate air balloon cloth (Inflatable balloon)	Ballon archway, 30 feet wide, 10 feet height (Inflatable balloon)	1
	Stage	20'x8' wooden frame, Cloth media, 4 color print. with 3" platform, green carpet on the floor.	1
	Winning stage box	(12", 18" and 24" high) wooden Platform Sticker pasting	1
	TV for countdown	56" with TV stand	1
	Sound System	2 pair, 4 cordless microphones	2 pair
<b>Lot-2</b>	Plant	Plant on Ceramic pot with BYLC branding. 3 big plants for VIPs	15
<b>Lot-3</b>	Crest	Crystal made, Size: 8.5" x 5.5" Without base (size: 5" x 1.25" wooden) Screen print. with red velvet box. (Box size: 10.5" X 6.5")	10
<b>Lot-4</b>	BYLC Goodie bag with hanging rope.	300 gsm art paper. Size: Height 10", Width 12" 2 side: 5.5 inch (middle cringe) Base: 5.5 inch wide.	1500
	Food box sticker	8"x6" Sticker paper.	1800
	Cone branding	Sticker paper.	40

### **Terms & Conditions:**

**Quotations are to be submitted on the date: 18-02-2024 and time: 3.00 PM**

**a)** Quotations to be submitted through the mail (etender@bylc.org) or submit sealed quotations at Medona Tower (Level 12), 28 Mohakhali C/A Dhaka 1212, BYLC. For further information and guidelines please email [etender@bylc.org](mailto:etender@bylc.org).

**b) Product Delivery Date and Place:**

Lot No.	Item Name	Quantity	Date	Location
Lot-1	All Items	All quantity	<b>18.02.24</b>	Medona Tower (Level 12), 28 Mohakhali C/A Dhaka 1212, BYLC.

**c) Warranty:** N/A

**d) 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).

**e) Sample:**

1. Successful bidder may be required to make an approved sample from the concerned 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 of. /
2. Sample(s) of the item(s) must be submitted on/before the submission deadline to the respective procurement staff on weekdays from 9.00 AM to 3.00 PM.

**f) Offer Validity:** 30 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 30 days after satisfactory delivery and a notation on the delivery challan by the recipient (with name, designation & and 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) Partial Payment** against partial delivery is allowed.

**j) Alternative Offer:** Alternative offer will not be accepted

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

- l) 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 delayed until actual delivery, up to a maximum deduction of 5% of the contract price.

**b.** Income Tax and VAT will be deducted at source as per Govt. rules, if applicable.

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

SL	Particulars	Applicable/N ot applicable
1	Copy of Trade license	Applicable
2	TIN Certificate	Applicable
3	BIN Certificate	Applicable

4	Up to date Tax Certificate / Payment receipt	Applicable
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d. BYLC reserves the right to accept or reject any or all quotations/tenders without assigning any reason whatsoever.

e. For any further clarification any bidder may contact 01520101502, or email [mehedi.hasan@bylc.org](mailto:mehedi.hasan@bylc.org) and [sidrath.hasan@bylc.org](mailto:sidrath.hasan@bylc.org)

**Award Notification:**

Only the successful bidder will be notified.

Thanking You.

Regards,

*Sidrath*

**Sidrath Hasan**  
Executive, SCM

Mobile: +8801911694089 / +8801958447279  
Bangladesh Youth Leadership Center (BYLC)  
Medona Tower (Level 12), 28, Mohakhali C/A, Bir Uttam AK Khandakar Sarak,  
Dhaka-1212