

## 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 19, 2024 4.00 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 Board frame and white color base, Cloth media, 4 color Print	30
	Registration Booth	08 booth in a Row. 8X8 feet. 3 sides banner (Board frame, cloth media, 4 color print). 2 Tables 3X2 feet per booth. (Color: white, Branding on the front side, sticker) Green carpet on the floor. Booth number: 3 mm PVC (12x9) inch	8
	Medical booth	02 booths in a Row. 12x10 feet. 3 sides banner (Board frame, cloth media 4 color print). with 2 Tables 3X2 feet (Color: white, Sticker Branding on front side) carpet on the floor.	2
	Photo booth for	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 red carpet on the floor. Dye cutting.	2
	Bridge Branding	40x4 feet, Cloth media, 4 color print.	2

		Eyelet for tightening the banner. Vertical side pipe.	
	Hanging Banner	30'x8' Cloth media, 4 color print. Eyelet for tightening the banner. Top & Bottom side pipe.	4
	Ribbon	Finishing line Ribbon, 25 feetX8 inch. Cloth media.	1
	Wristband collection floor banner	20'x5' Cloth media, 4 color print. no frame	2
	Hydration point with a Standee	8'x4', board frame, Cloth media, 4 color print. with 2 tables per point ( 3x2 )feet.	3
	Ending gate air balloon cloth (Inflatable balloon)	Ballon archway, 30 feet wide, 10 feet height (Inflatable balloon)	1
	Stage	16'x8' Backdrop, 4x8 feet standee. Board 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. Grass carpet pasting on the front.	1
	TV for countdown	56" with TV stand	1
	Sound System	2 pair, 4 cordless microphones	2 pair
	Chair	Plastic chair (rent)	50
	Cup	Paper cup, 250 ml	3000
	Drinking Water Jar	150 water Jar, 20 liter jar.	150
	Cone branding	Sticker. Length 21", wide: 5" on top, 7.5 " on bottom. 4 sides.	40
Lot-2	Plant	Plant on Ceramic pot with BYLC branding. 3 big plants for VIPs	15
Lot-3	Crest	Crystal made, Size: 8.5" x 5.5" Without base (size: 5" x 1.25" wooden), thickness 10 mm. Screen print. with a red velvet box. (Box size: 10.5" X 6.5")	10
Lot-4	BYLC Goodie bag with hanging rope.	300 gsm art card. with lamination, 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

### Terms & Conditions:

**Quotations are to be submitted on the date: 19-02-2024 and time: 3.00 PM, Monday.**

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>03.03.24 (From 12 am to 4 am)</b>	Hatirjheel Area

**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

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