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| **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).

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| **Purchasing Entity** | Bangladesh Youth Leadership Center (BYLC) | **E-Tender No:** | 24-01/02 |
| **Source of Fund** | BBLT & BBLTJ  EKN Phase II | **Procurement Category** | Gift items |
| **Department:** | SDP | **Published on** | January 30, 2024 |
| **Address** | BYLC HQ, Medona Tower (Level 12), 28 Mohakhali C/A, Dhaka 1213 | **Submission Deadline** | February 05, 2024 |
| **Delivery Place** | **BYLC HQ**. | | |

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| **Goods/service(s)** | **Description/**  **specification** | **Quantity** | **Note** |
| Medal with Ribbon | Heavy metal medal with ribbon. As per the sample. | 850 | Medal for runners with ribbon. |
| T-shirt | T-shirt - as per sample.  for runners and organizers. (3 designs) | 1300 | (1000 for runners and guests and 300 for organizers) |
| Bib (sticker) | 8” X 4”, cloth media, 4 color print.  A Bib Sticker will be posted on the t-shirt. As per the sample. | 860 | Sticker with BIB to fix |
| Wrist band | Three colored wristbands for runners. Red, Orange, Green. | 2190 | 620 green wristbands, 800 red wristbands, 770 orange wristbands |

**Terms & Conditions:**

**Quotations are to be submitted on the date:** 05-01-2024 **and time: 02:30 PM**

1. 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).
2. **Product Delivery Date and Place:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lot No.** | **Item Name** | **Quantity** | **Date** | **Location** |
| Lot-1 | All Items | All quantity | 28-11-2023 | Medona Tower (Level 12), 28 Mohakhali C/A Dhaka 1212, BYLC. |

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1. **Warranty:** N/A

# 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).

1. **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.
2. **Offer Validity:** 30 days from the date of submission.
3. **Evaluation:** Evaluation will be done based on individual Lot.
4. **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.
5. Partial Payment against partial delivery is allowed.
6. **Alternative Offer:** Alternative offer will not be accepted
7. 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
8. 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**

1. 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.

1. Income Tax and VAT will be deducted at source as per Govt. rules, if applicable.
2. Following Documents are to be submitted (for non-enlisted bidders):

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| **SL** | **Particulars** | **Applicable/Not applicable** |
| 1 | Copy of Trade license | Applicable |
| 2 | TIN Certificate | Applicable |
| 3 | BIN Certificate | Applicable |
| 4 | Up to date Tax Certificate / Payment receipt | Applicable |

1. BYLC reserves the right to accept or reject any or all quotations/tenders without assigning any reason whatsoever.
2. 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

**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*