

# Invitation for Tender (IFT) Dhaka North Hub Office Setup



Serial No: BYLC/e-tender/Bijoyee Activity/2024-01

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 high impact in public, private, and civil sectors. All our efforts aim to strengthen prosperity, justice, and inclusiveness in societies worldwide. So far, BYLC has trained about 4,000 high school, college, and university students through its different programs and many of its alumni are now exercising leadership in different sectors in Bangladesh and around the world.

BYLC is hereby requesting Invitations for Tender (IFT) for the interested and experienced national supplier/authorized dealer/manufacturers to for the supply of **Dhaka North Hub Office Setup Package** at BYLC Headquarters for the use of BYLC office employees.

<b>Procuring Entity</b>	Bangladesh Youth Leadership Center (BYLC)	<b>Tender ID No</b>	BYLC/e-tender/Bijoyee Activity/2024-01
<b>Source of Fund</b>	USAID Bijoyee Activity	<b>Tender Category</b>	Dhaka North Hub Office Setup
<b>Project/Program Name</b>	USAID Bijoyee Activity	<b>Published On</b>	January 14, 2024
<b>Address</b>	Medona Tower (Level 12), 28, Mohakhali C/A, Dhaka 1213, Bangladesh	<b>Submission Deadline</b>	January 18, 2024

Lot No.	Item Name	Quantity	Description	Remarks
1	Air Conditioners	2 pcs	<ul style="list-style-type: none"> <li>• <b>Cassette Type AC 3 Ton:</b> Compressor: 5 Years Warranty Spare Parts: 1 Year Free Service: 1 Year Indoor air flow (Hi/Mi/Lo): m3/h (1800/1500/1300) Indoor noise level (Hi/Mi/Lo): dB(A) 53/50/47 Outdoor noise level: dB(A) 62.6 Cooling Capacity: 36000 BTU/hr Thermostat Type: Remote control Color: White Product Type: Cassette Type (Inverter)</li> </ul>	
		2 pcs	<ul style="list-style-type: none"> <li>• <b>Split type AC 1.5 Ton:</b> Compressor: 5 Years Warranty Spare Parts: 1 Year Free Service: 1 Year Cooling capacity: 18000 Btu/h Heating Capacity: 18000 Btu/h Refrigerant: R410A Thermostat type: Remote control Noise Less, Brand Type – Split</li> </ul>	
		1 pc	<ul style="list-style-type: none"> <li>• <b>Split AC 1 Ton:</b> Compressor: 5 Years Warranty Spare Parts: 1 Year Free Service: 1 Year Cooling capacity: 1200 Btu/hr Refrigerant: R410A Thermostat type: Remote control Noise Less, Brand Type – Split</li> </ul>	

Lot No.	Item Name	Quantity	Description	Remarks
2	Fan	10 pcs	<ul style="list-style-type: none"> <li>• <b>56" Ceiling fan:</b> 100% copper wire Energy efficient Aerodynamic Blade Safety string for extra safety Long lasting powder coated color Noise free Fluent Air Delivery Color: White Warranty period 5 years</li> </ul>	Sample Available
		3 pcs	<ul style="list-style-type: none"> <li>• <b>Stand Fan:</b> Color: Sky Blue Size: 400mm (16") Speed: 880 RPM Number of Blade: 5 Warranty: 2 years</li> </ul>	Sample Available

Lot No.	Item Name	Quantity	Description	Remarks
3	Logistics item	1 pc	<ul style="list-style-type: none"> <li>• <b>Water filter:</b> 100% RO Purified Water Advanced 6 Stage Purification process with RO+MF Mineral Cartridge Included Capacity: 6 Liters</li> </ul>	
		16 pcs	<ul style="list-style-type: none"> <li>• <b>Iron net classical trash can:</b> Paper Basket Shape: Round Size: Hight 9 inch Style: Without Lid Material: Iron Structure: Open Top Color: Black</li> </ul>	Sample Available
		8 pcs	<ul style="list-style-type: none"> <li>• <b>Pedal bin:</b> Material: Polypropylene Capacity: 15L Dimension (CM): (L x W x H) 31.0 x 24.5 x 41 Weight: 1.312 Color: Silver</li> </ul>	Sample Available

Lot No.	Item Name	Quantity	Description	Remarks
4	Office furniture	100 pcs	<ul style="list-style-type: none"> <li>• <b>5-wheel executive office chair:</b> Color: Black Height Adjustable: Yes Adjustable height &amp; locking function Breathable mesh Curved backrest design High-density sponge seat Body-linked armrest concept High-quality chrome finishing leg 5 pieces 2" size wheel Max Holding Capacity: 120Kg</li> </ul>	Sample Available
		1 pc	<ul style="list-style-type: none"> <li>• <b>Double seater visitor sofa:</b> Material: Wooden frame with foam and Rexine cover, Seating Capacity: 2 Dimension: L-1100xW-720xH-650 mm Color: Black</li> </ul>	

Lot No.	Item Name	Quantity	Description	Remarks
5	Overall interior and renovation	1	<ul style="list-style-type: none"> <li>• <b>Dry Wall: 320 sqft</b> Drop wall made with 75 mm wide aluminum channel both horizontal and vertical, 12 mm Plain gypsum board on both sides fitting, fixing, and paint hardware, aligning the walls, etc.</li> <li>• <b>Swing door: 4 pcs</b> Supply, fitting, fixing of 10 mm thick tempered Clear glass door in Glass partition, SS handle labor, cutting, fixing in position, including imported lock, door closers, hardware, etc. all complete. (Size: 3'-0" x 7'-0")</li> <li>• <b>False Ceiling: 250 sqft</b> Mineral Board Ceiling: Supply fitting and fixing of 2' x 2' Mineral ceiling fitting by metal frame marking, laying, leveling, and clamps, tie, cutting in to size etc. all complete as per design</li> <li>• <b>Existing drywall at kitchen: 124 sqft</b> Existing Dry Wall uninstall and install</li> <li>• <b>Existing Furniture: 01</b> Existing furniture install and uninstall</li> <li>• <b>6 persons Meeting table: 01</b> Supply, fitting, fixing of Meeting table made by Top 18 mm Melamine Board, Structure 3"x1" ms Box, Beam 2"x1" ms Box with powder coat finish, 2mm PVC ending, Leg Stopper , Wire Cap, Cable Tray, min-Fix all complete as per design size 4' x 8' x 2'-6"</li> </ul>	

Lot No.	Item Name	Quantity	Description	Remarks
6	Networking System	1	<ul style="list-style-type: none"> <li>• 9U Network Rack (600x600)</li> <li>• 24-Port PoE Unmanaged Switch</li> <li>• Media Converter</li> <li>• TJ BOX</li> <li>• RJ 45 Connector</li> <li>• Fingerprint Access Control</li> <li>• Magnetic Lock</li> <li>• Access Reader</li> <li>• Accessories</li> </ul>	

**N.B.**

1. Inspection will be carried out by concerned technical person before receiving the goods which will be ensured by the respective program of BYLC (If required).
2. This is an online tender, where only e-Tender will be accepted, no offline/hard copies will be accepted.
3. You are requested to submit the quotation with company seal and signature along with a copy of your company registration and vat registration document online at [etender@bylc.org](mailto:etender@bylc.org)
4. If the Tenderer(s) submit any false/incorrect or fake document then the submitted tender may be rejected and the company may get blacklisted
5. Only one organization can participate in the bidding process under same proprietorship or family. If found more than one organization under above condition both the organizations will be termed as non-responsive.
6. 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 bill as per govt. rules.
7. Alternative offer will not be accepted
8. BYLC reserves the right to accept or to reject any or all quotations without giving any reason or whatsoever
9. Only shortlisted bidder will be called for presenting detailed documents and negotiation
10. Partial Payment against partial delivery is allowed.
11. For further information and guidelines please email at [etender@bylc.org](mailto:etender@bylc.org)

**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. Income Tax & Vat will be deducted at source as per Govt. rules, if applicable

Regards,



**Md. Nazmul Huda Khandaker**

Officer –Admin and Procurement  
 USAID Bijoyee Activity  
 Bangladesh Youth Leadership Center  
 Medona Tower (Level 12), 28 Mohakhali C/A Dhaka 1212  
 Mobile: 01760982790