

Serial No: BYLC/PR/Admin/Bijoyee/2412-67/2501-01/2412-103/

Date:01/06/25

Subject- RFQ for Certificate giving ceremony.

Lot	Location	Goods/Service	Specification	MoU	Qty
Lot - 1	Dhaka	Background Stage Banner	Backdrop Size: W 25' * H 14' , Board frame cloth media	pcs	1
		Photo Booth	Size: H 8' * W 8', Board frame cloth media	pcs	1
		Drop Banner	Size: W 4' * H 15', W 10'* H 5' Cloth media	pcs	2
		X Banner	Size: W 2' * H 5', Cloth media	pcs	5
		Packet Snacks	Snacks for Organizer, Participant, Guest, and Employer	pcs	320
		Photographer	Cinematography and Photography	pcs	1
Lot - 2	Gazipur	Venue	Seating Capacity 300, Projector, Multimedia,Sound System	pcs	1
		Background Stage Banner	Backdrop Size: W 18' * H 5' , cloth media	pcs	1
		Photo Booth	Size: H 8' * W 8', Board frame cloth media	pcs	1
		X Banner	Size: W 2' * H 5', Cloth media	pcs	5
		Packet Snacks	Snacks for Organizer, Participant, Guest, and Employer	pcs	320
		Photographer	Cinematography and Photography	pcs	1
Lot - 3	Manikgonj	Venue	Seating Capacity 300, Projector, Multimedia,Sound System	pcs	1
		Generator	Generator For full day	pcs	1
		Background Stage Banner	Backdrop Size: W 12' * H 8' , cloth media	pcs	1
		Photo Booth	Size: H 8' * W 8', Board frame cloth media	pcs	1
		Drop Banner	Size: W 2' * H 15', W 10' * H 5' Cloth media	pcs	2
		X Banner	Size: W 2' * H 5', Cloth media	pcs	5
		Packet Snacks	Snacks for Organizer, Participant, Guest,& Employer	pcs	320
		Photographer	Cinematography and Photography	pcs	1

SNACKS MENU

Snacks : Chicken Sandwich, laddu & Water Filter

*Have to provide a Packet for food and one time Paper cup with tissue.

** Submit your price quotation location wise.

** Vendors who will be unable to provide every item / service will be considered as non-responsive.

Sealed Quotations are now invited from suppliers of the following item under the Terms and Conditions mentioned below on your Letterhead Pad.

Terms & Conditions:

Quotations are to be submitted on the date: 09 January,2025 & Time: 02:30 PM

Quotations are to be submitted through mail etender@bylc.org **or submit sealed quotations at Medona Tower (Level 4), 28 Mohakhali C/A Dhaka 1212, BYLC.**

Offer Validity: 30 days from the date of submission.

Evaluation: Evaluation will be done based on the total package.

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.

Alternative Offer: Alternative offers will not be accepted.

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

The total price should be inclusive of VAT and AIT.

For coffee & water, vendors must provide the Paper Cup and Big Poly for collecting trash.

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



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