





Serial No: BYLC/PR/Skills and Employment/Bijoyee/2501-20

Date:17/01/25

Subject- RFQ for Token of appreciation.

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

| | Goods/service(s) | Description/specification | Quantity | Note |
|--------|----------------------|---|----------|---|
| Lot -1 | Bag | Outer Fabric: Wax-polished LBS Inner Fabric: Quality Cotton Lining Filler Material: Rubber Covering Waterproof fabric inside part Size : Size: 16 Inch Interior Design : Multiple Chambers (including laptop chamber) with Pen & Diary Pocket Carrying System: Hand & Shoulder Lock System: Zipper & Puller (YKK) Four-color logo print on both sides * All Metal Accessories are Antique. | 60 |  |
| Lot-2 | Water bottle | As per BYLC Regular sample four color logo print | 60 | |
| | Notebook | Size: 6" x 8.5" Cover page: 300 GSM, 4 color print with 1 side lamination Inner: 80 GSM, 60 sheets (120 pages), 1 color on both side printing Black Spiral binding | 60 | |
| | Pen | Metal Ball Pen Shiny Black Body and A Box Four color logo Branding in both pen and box | 60 | |
| | Certificate Folder | As per the sample of the Certificate Ceremony | 25 |  |
| | Paper Folder | As per the sample of the Bijoyee Folder | 60 |  |
| | Lanyard | As per the best quality sample | 60 |  |
| | Coffee Mug | Material: Bone China Mug height: 93mm width 70-81mm Capacity: 340ml , Four-color logo print | 60 | |
| | Visiting Card holder | Color black, silver, leather color (Any color, Market available best quality color will approve) Size 3.5 x 2.5 x 0.20 inches Material: metal with leather Branding with four color logo | 60 | |

Terms & Conditions:

a) Quotations are to be submitted on the date: 22/01/2025 & Time: 2:30 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.

b) Delivery Date and Place:

| Lot | Qty | Date | Location |
|-----|------------------|------------|--|
| 1 | As per mentioned | 02/02/2025 | Medona Tower (Level 12), 28 Mohakhali C/A Dhaka 1212. BYLC, HQ |
| 2 | As per mentioned | 02/02/2025 | |

c) Warranty: N/A

d) Inspection: The designated BYLC representative will inspect all Gift items. If any issues are identified, BYLC reserves the right to reject the items.

e) Sample: The successful bidder must first provide a sample of **Jute bag, Water bottle, Pen, Coffee Mug and Visiting Card holder** for approval. Upon approval of the sample, all materials must be delivered in accordance with the approved sample.

Offer Validity: 60 days from the date of submission.

Evaluation: Evaluation will be done based on the Lot

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 that 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.

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

Award Notification:

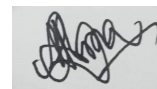
Only the successful bidder will be notified.

Thanking You



Syed Mohammad Shamim Hassan
Administration and Procurement officer
USAID Bijoyee activity.

Approved By



Mehedi Hassan Rana
Deputy Manager
Supply Chain and Management

