

Invitation for Tender (IFT) Manikganj Spoke Office Setup



Serial No: BYLC/e-tender/Bijoyee Activity/2402-02

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 **Manikganj Spoke Office Setup Package** at BYLC Headquarters for the use of BYLC office employees.

Procuring Entity	Bangladesh Youth Leadership Center (BYLC)	Tender ID No	BYLC/e-tender/Bijoyee Activity/2402-02
Source of Fund	USAID Bijoyee Activity	Tender Category	Manikganj Spoke Office Setup
Project/Program Name	USAID Bijoyee Activity	Published On	February 21, 2024
Address	Chonchol Villa Beutha bus stand, Jorina college more,manikgonj sadar,manikgonj.	Submission Deadline	February 28, 2024 12:00 PM

Goods/service(s)	Description/specification	Qty	Note
LOT: 01 Furniture and Fixtures			
Executive Working Desk	Supply fitting and fixing 2"x1" steel hollow box with 18mm melamine board brand super 1mm agen solution pvc wear cup 18mm melamine board for table top partition finish steel Hollow box hit paint all complete	20	per sitting
Executive table for manager	Size:(4'/5.5"), Metal frame with Melamine board top	1	PCS
Mobile Drawer	Supply fitting and fixing 18mm melamine board brand super, 6mm melamine board for back side 1mm agen solution with 3 part drawer channel 1 lock best accessories fitting all complete	5	PCS
Table for Meeting Room	Supply fitting and fixing 3"x1" MS Steel hollow box with 1" melamine board brand super 1.5mm agen solution pvc nob imported 12" aluminum wear cup finish sm box Hit paint all complete as per design, Size : 48"x96"	1	PCS
Filing Cabinets	Supply fitting and fixing 18mm melamine board brand super 6mm melamine board for back side 1mm agen solution lock handle best accessories finish all complete Size : H-84"L-48"-D-16"	2	PCS
Table for Kitchen/Cafe	Size: (10 x 4 ft.), Metal frame with wood top	1	PCS

Visitor sofa set	Double seater sofa	1	PCS
LOT: 01 Office Decor			
Whiteboards	Size:(10/8), Wooden	2	pcs
Clocks	Wall clock, Brand: Ajina	1	pcs
LOT: 02 Kitchen/Cafe			
Electric Kettle	MJK-18 KN 1.8L Electric Kettle - Blue	1	pcs
Vacuum push flask	Capacity: 2 liter	1	pcs
Microwave oven	20L Solo Microwave Oven	1	pcs
Refrigerator	Type: Direct Cool Gross Volume: 132 Ltr Net Volume: 129 Ltr Refrigerant: R600a Compressor warranty: 4 Years Color: SilverBrand: Walton	1	PCS
Water purifier	100% RO purified water Advance 6 stage purified process with RO+MF mineral Cartridge included Capacity 6 liters	1	PCS
LOT: 02 Cleaning and Maintenance			
Trash Bins	Paper basket shape: Round Size: Height 9" Style: Without Lid Material: Iron Structure: Open Top Color: Black	7	pcs
LOT: 03 Electric Items			
Multiplug	5 gang energy pack	8	PCS
56" ceiling Fan	Energypac (white)	11	PCS
Pedestal fan	16" pedestal fan	5	PCS
AC/DC Light	Click Bulb 13-watt AC/DC with 3 Hour backup	15	PCS
Tube LED Light	Transtec Power Led Slim Batten Tube 40 Watt	10	PCS
Cables and Adapters set	HDMI, USB, and other connectors	1	PCS
Service Charge	Electrical setup and wearing	1	JOB

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
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

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
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