



Ref: YPSA/HO/1147/2024

Tender Ref No: 12/2024

Date: 6/6/2024

Tender Schedule

YPSA (Young Power in Social Action) www.ypsa.org is an organization for sustainable development implementing the project “YPSA-BGD ECW MYRP Grantee Project & Top UP Fund” supported by Save the Children. You are requested to submit a Tender Schedule to supply of IT materials for project activities at Ukhiya, Cox’s Bazar District as per schedule date in accordance with the following descriptions and conditions;

SL No.	Particulars with Specifications	Unit measured	No of Unit	Unit Price (Taka)	Total Price (Taka)	Remarks
1	Photocopy Machine for the Project Office Specifications: Print Speed 27 ppm Warm-Up Time 19 seconds or less First-Print-Out Time 4.3 seconds or less Resolution 600 x 600 dpi Duplex Printing Standard Display 4-line LCD, Paper Size: A3, A4, A5, Letters, Banners, Envelope Paper Tray: 2 Drawer (550 x 2) 1100 sheets & 100 sheets-bypass Zoom: 25-400% & RADF / DSDF: 25-200% Power 220-240 V, 50/60 Hz, 8 A Power Consumption 1,480 W—maximum operating 420 W—printing 93 W—Ready Mode 23 W—Low Power Mode 0.97 W—Energy Saver Mode (Sleep Mode) 19 W or less—ARDF Dimensions 587 x 581 x 639 mm Weight 39 kg or less Color White Brand: Ricoh or Toshiba or HP or Canon	Nos	01			



SL No.	Particulars with Specifications	Unit measured	No of Unit	Unit Price (Taka)	Total Price (Taka)	Remarks
2	Laptop Specification: 1. Processor: AMD Ryzen 7 or Intel Core i7(12 Generation) 2. RAM: 16GB/8GB DDR4 (ON BOARD), 3. Storage: 512GB M.2 SSD 4. Graphics: GeForce MX350 2GB Graphics 5. Features: Backlit keyboard, Type-C 6. Display Resolution FHD (1920x1080) 14" 7. Display Features 60Hz Anti-Glare Panel with 45% NTSC with wide 178° viewing angles 8. Battery Capacity 71Wh Power Adapter 65W Adapter Type USB-C (3-pin) 9. Wire-Less Mouse 10. Laptop Bag Brand: Lenovo or HP or Dell or ASUS or Similar	Nos	14			
3	Laptop Specification: 1. Processor Type. - Core i7 2. Generation – 13th (Intel) 3. RAM - LPDDR5 16GB, Installed RAM Details 1 x 16GB non-removable 4. Storage - 512GB SSD to 1TB 5. Graphics Memory – Shared/ 4GB 6. Display Size (Inch) – 14"; Display Resolution 1920x1200 7. Features: Backlit Keyboard, Fingerprint, Type-C 8. Battery Capacity 71Wh Power Adapter 65W Adapter Type USB-C (3-pin) 9. Wire-Less Mouse 10. Laptop Bag Brand: HP or Dell or Lenovo or a Similiar Category	Nos	02			
4	Desktop Computer: Features/Configuration 1. Intel Core i7(Generation 10th)-10500 Processor (12M Cache, 3.10 GHz up to 4.50 GHz) 2. 8GB DDR4 2666 MHz RAM 3. 1TB HDD 4. Monitor HP 21 Inch Monitor 5. Graphics Card Intel UHD Graphics 630/Shared Graphics-Memory 6. USB Keyboard (Best Quality) 7. USB Mouse (Best Quality) 8. With Speaker	Nos	01			



SL No.	Particulars with Specifications	Unit measured	No of Unit	Unit Price (Taka)	Total Price (Taka)	Remarks
	9. UPS- Minimum 650 VA (Best Quality) 10. Wifi Reciever (Best Quality) Brand: HP or Dell or Lenovo or Similar					
5	Monitor for Desktop use Features/Configuration Display Size 27 Inch Display Type FHD LED Panel Type IPS Resolution FHD (1920 x 1080) Pixel pitch(MM) 0.311 mm Display Surface Anti-glare Aspect Ratio 16:9 Viewing Angle 178°/ 178° Brightness 300 nits Contrast Ratio 1000:1 Refresh Rate 75Hz Color Support Up to 16.7 million colors with the use of FRC technology Color Gamut 99% sRGB Response Time 5 ms gray to gray (with overdrive) Brand: HP or Dell or Lenovo	Nos	01			
6	Wireless Powerpoint Presenter Specifications: Built-in slideshow buttons 50-ft (15 m) effective range with 2.4 GHz wireless technology Red laser pointer with LED indicator Plug-and-play, no software required Storable receiver and carrying case Battery-power indicator On/off switch	Nos	01			
7	Bluetooth Speaker for Project Office (Need Basis Accessories Need Basis) Specifications: Frequency response: 100Hz ~ 20kHz Transducer: 40mm / 1.5" IP67 waterproof and dustproof 10 hours of battery life	Nos	01			
8	Wireless Headphone Specifications: Neckband Tune Frequency- 20Hz-20kHz, Impedance- 16Ω, Sound level/Sensitivity 96dB SPL/1mw Connection-Type Wireless	Nos	02			



SL No.	Particulars with Specifications	Unit measured	No of Unit	Unit Price (Taka)	Total Price (Taka)	Remarks
	Microphone-Yes, Battery Polymer Li-ion Battery (3.7V, 120mAh), Duration Charging time: <2hr Music play time with BT on: >16hr Talk time with BT on: >16hr					
Total Price (Including VAT, Tax and Transportation)						

Total In Word:

Therefore, YPSA is inviting for Tender from reputed, experienced suppliers/vendors to supply the above-mentioned IT & office equipment items. Interested suppliers/vendors who have their agency's/company's updated Trade license, updated TAX return submission certificate/slip, VAT registration certificate, experience certificates/work order, bank solvency and statement (6months) are sufficient they can submit a Tender with an application in the company/organization letterhead pad with company details as per specific format (**Annexure-1**) to **Procurement Committee, YPSA Head Office, House # F 10 (P), Road # 13, Block # B, Chandgaon R/A, Chattogram.**

Terms and Conditions:

1. Last date for dropping off the Tender on 12/06/2024 by 2:30 p.m., and on the same date 3:00 tender box will be opened
2. Vendor (s) should submit Tender Schedule as per specifications along with attached company details (Annexure-1).
3. Supply must be completed delivery on or before eighteen days after issuing the work order as per providing guidance/instructions from the YPSA project team
4. **YPSA shall keep right to increased or decreased the quantity of procuring these items**
5. The vendor/supplier should mention delivery date on quotation and quotation value validity.
6. **The vendor/ supplier must mention warranty, Guarantee and after sells service in their quotation.**
7. The Vendor/ supplier must be quoted all mentioned items.
8. **Vendor will be agreed to deliver all items at YPSA ECW Project office, address; Sharmin Mahal, Bottoli Road, Ukhiya, Cox's Bazar and all mentioned items will activate there by the technical person.**
9. Supplier should send all legal documents like Trade License, AIT Certificate, TAX return copy of 2023-2024 Assessment Year, BIN Certificate, NID Card copy (Both Side), Bank Solvency Certificate with Bank details documents.
10. **You must have previous work experience of supply the similar product to any organization.**
11. Vendors' given rate should be considered along with vat, tax and transportation, and other costs.
12. Account payee cheque will be given after deduction of Govt. vat/tax and others after successfully compilation the supply of goods/items.
13. Child labor will not be allowed in carrying, loading, unloading, transportation, etc. and Child labor also abide in your office, and home also. In this regard "YPSA Child Protection Policy" will follow 100% during work with YPSA.
14. There is no negotiation on the quality of goods/items.



15. YPSA will not be liable for any damage and accident during the carrying of goods.
16. YPSA deserves the right to correct, modify or reject any clause or all tender documents/work orders without showing any clarification. YPSA also keeps the right to increase or decrease the number of goods mentioned in the work order if needed. In this case, the supplier will be notified accordingly.
17. After issuing of work order if the supplier fails to deliver any of the goods/supplies/items following of work order, procuring entity YPSA has all right to impose a penalty, deduction of bill partial or full amount of the final bill.

YPSA Procurement Committee



Profile of Company/Vendor/Supplier

Recent Passport Port
Size Photograph of
owner

1. Name of Company:
2. Company address (Registered):
3. Name of owner (s):
4. Other company, please specify (if you have):

- a. Name of company:

Business criteria:

Year of establishment date:

- b. Name of company:

Business criteria:

Year of establishment date:

5. Owner's detail address

<u>Permanent address</u>	<u>Present address</u>

A. NID/Smart Card Number of owner:

B. Father's Name & nationality:

C. Mother's Name & nationality:

D. Marital status (Married/Unmarried):

E. Spouse name & nationality (if applicable)

6. Year of establishment date:

7. Company business criteria:

8. Mobile/Telephone number:

9. E-mail address:

10. Total years of relevant supplying/ working experience:

NGO:

INGO:

Others:

11. Supply/ Work experience (last three years), insert row if need

Name of organization	Work order date	Name of Supply items and quantity	Amount of work order	Remarks

12. Company legal information:

Trade License number and issue date	
Name of Trade license issued authority	
Trade license expiry date	
Vat Identification number and date of registration	
Tax Identification Number (TIN)	
Last year income tax submission date	
Last year income tax amount given	
Company Bank Account information details	<div>Name of Account:</div> <div>Account number:</div> <div>Name of Bank:</div> <div>Bank address:</div>

13. Mention at least 2 (Two) past organizations which you worked with:

- | | | |
|----|--------------------|-----------------------|
| a. | Name of personnel: | Name of organization: |
| | Designation: | Mobile number: |
| | Email address: | |
| b. | Name of personnel: | Name of organization: |
| | Designation: | Mobile number: |
| | Email address: | |

14. Declaration: I do hereby declare that the above information provided here is true and no misinformation has been given.

Signature:

Date: