



Ref: YPSA/HO/ 2964/2024

Tender Ref. No. 24/2024

Date: 28/11/2024

**Subject: Invitation for Tender**

Young Power in Social Action (YPSA) [www.ypsa.org](http://www.ypsa.org) is an organization for sustainable development implementing the project titled, “**Prevention and Response Activities Implementation on Counter Trafficking Issues**” supported by the International Organization for Migration (IOM). Under this project we will provide Liquid milk & Biscuit items among the program participants in the Rohingya camp and host community. We have planned to procure the following food items as per specification and quantity as mentioned in the table below from the eligible vendor(s). Interested vendors are requested to submit quotation to supply the goods in accordance with the following descriptions and conditions at Ukhiya Upazila, Cox’s Bazar District.

**Table No.01**

Sl. No.	Description/Specifications	Quantity (Packets)	Brand Name	Unit Price (Tk)	Total Amount (Tk.)
01	# UHT Milk 200 ml- 1pc	29,376			
02	# Digestive Biscuit (120-130gm)-1pc	29,376			
<b>Total amount (including VAT, Tax, Transportation)</b>					

Therefore, YPSA is inviting for Tender bid from reputed, experienced suppliers/vendors to supply the above-mentioned food items. Interested suppliers/vendors who have their agency’s/company’s updated Trade license, updated return submission certificate/slip, VAT registration certificate, experience certificates/work order, and bank solvency 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. The last date for dropping the Tender on **10/12/2024 by 2:30 p.m., and on the same date 3:00 pm** tender box will be opened.
2. Vendor (s) should submit Quotation as per specifications with brand name mandatorily.
3. Selected vendor (s) should ensure the transportation of goods to the YPSA Counter Trafficking Project Office, 1<sup>st</sup> Floor (in front of Ukhiya Girls’ High School) at Ukhiya, Cox’s Bazar.
4. Item’s delivery must be completed at the different time slots from **December, 2024 to August, 2025** as per guidance/instructions provided from the YPSA Project Team.
5. The vendor should be ready to supply goods for the below mentioned time frame (**Table No.02**) based on a framework agreement. Tentative supply chain is given as follows, but which is not fixed. It may increase or decrease based on demand and other situations. If there is any change in the



quantity of goods items, the vendor will be notified by the logical time. Slots of delivery of the goods items is presented below

**Table No.02**

Sl. No.	Name of Month	Quantity Required (Packets)
01	By or on 19 <sup>th</sup> December, 2024	8,000
02	By or on 25 <sup>th</sup> February, 2025	8,000
03	By or on 24 <sup>th</sup> April, 2025	8,000
04	By or on 25 <sup>th</sup> June, 2025	5,376
<b>Total</b>		<b>29,376</b>

6. The vendor should mention price validity days clearly.
7. Each of the goods to be provided must have a maximum life span from the date of delivery.
8. Vendor's given rate should be considered along with VAT & Tax and transportation and other relevant costs.
9. The selected vendor will supply goods/items as per mentioned description/specifications provided. There is no compromise on the quality of product items to be supplied.
10. Account payee cheque will be given after deduction of Govt. VAT/Tax and others on the bills submitted by the vendor(s). Notably, the payment will be made against each Work Order.
11. YPSA will not be liable for any damage and accident during carrying of goods to the location of supply mentioned above.
12. The vendors should send all legal documents like Trade License, TIN Certificate, Tax return copy, BIN Certificate, NID/Smart Card copy and Bank Solvency Certificate with bank details. Last three months (Sept.24 to Nov.24) bank account statement is required along with above mentioned documents.
13. Child labor will not be allowed in carrying, loading and unloading and transportation etc. Child labor should also be avoided at your office and home. In this regard, "YPSA Child Safeguarding Policy" must be followed 100% during work with YPSA
14. YPSA reserves the right to correct, modify or reject any clause or all Tender documents/Work Order without showing any clarification. YPSA also keeps rights to increase or decrease the quantity of goods mentioned above (Table No.01), if needed. In this case, the vendor will be noticed accordingly.
15. After issuing a Work Order every time, if the vendor fails to deliver any of the food items following of the Work Order, the procuring entity YPSA has all right to impose a penalty, deduction of bill partly or full amount of the final bill.
16. YPSA is not bound to issue work Order to the lowest bidder.

**Note: Evaluation and Comparison of Bids.**

YPSA will evaluate the tender process in two separate ways. One is Technical Evaluation (Eligibility-Documents submission as, Past Experience, Delivery Capacity and Financial Capacity, sample analysis (if needed), etc., which will carry 60 marks and another one is Financial Proposal which will carry 40 marks.

Procurement Committee,  
YPSA

