



Ref: YPSA/HO/35/2025

Tender Ref N0-07/2024-25

Date: 07-01-2025

### Tender Schedule

Young Power in Social Action (YPSA) [www.ypsa.org](http://www.ypsa.org) is an organization for sustainable development implementing the project “**Youth from Host Communities and Rohingya Camps in Cox’s Bazar as Agents of Change**” supported by **Plan International Bangladesh (PIB)**. You are requested to submit a Tender Schedule to supply of stationery & Supplies materials for training, meeting, workshop & project activities at Teknaf, 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	Permanent marker-Square & Breded/Similar Quality (Red, Black, Blue)-pcs Sigmaflow Made in korea (Approximate quantity -1026 Pcs)	Pcs	01			
2	White board marker-Square & Breded /Similar Quality (Red, Black, Blue)-pcs Sigmaflow Made in korea (Approximate quantity -196 Pcs)	Pcs	01			
3	VIIP card 100 Pcs Packet, Multi color (packet) 150 GSM Art paper, Made by china. (Approximate quantity -348 Packet)	Packet	01			
4	Poster paper 20"*30"(pcs) KPM/TK/Creative/Similar Quality (Approximate quantity -5550 Pcs)	Pcs	01			
5	Brown Paper 20"*30"(pcs) KPM/TK/Creative//Similar Quality (Approximate quantity -1595 Pcs)	Pcs	01			
6	Aica (Gum) 500 grm Royel/Diamond/Similar Quality (Approximate quantity -50 Pcs)	Pcs	01			
7	Signpen,12 PCS Multi Colour(packet) Unifine/Matador/Good luck/Similar Quality	Pcs	01			



SL No.	Particulars with Specifications	Unit measured	No of Unit	Unit Price (Taka)	Total Price (Taka)	Remarks
	(Approximate quantity -175 Pcs)					
8	Balloon (100 PCS packet Multi color) Rich star Made in Chaina (Approximate quantity 172 Packet)	Packet	01			
9	Thread ball (Big size) Sapla/NPB/Similar Quality (Approximate quantity -162 Pcs)	Pcs	01			
10	Maskin tap 2" 20 Mitter (pcs) Aero/Diamond/Similar Quality (Approximate quantity -334 Pcs)	Pcs	01			
11	A4 paper 80 gsm, Idea/Bashundhara/Creative/Similar Quality (Approximate quantity -160 Pcs)	Rim	01			
12	A4 paper 65 gsm Idea/Bashundhara/Creative/Similar Quality (Approximate quantity -15 Rim)	Rim	01			
13	A4 paper 80 gsm, Color. Idea/Bashundhara/Creative/Similar Quality (Approximate quantity -27 Pcs)	Rim	01			
14	Note book (160 pages Spiral) pcs Madina/Hearts/united/Similar Quality (Approximate quantity -466 Pcs)	Pcs	01			
15	Note book (60 pages Spiral) pcs Madina/Hearts/united/Similar Quality (Approximate quantity -10 Pcs)	Pcs	01			
16	Note book (200 pages Spiral) pcs Madina/Hearts/united/Similar Quality (Approximate quantity -2012 Pcs)	Pcs	01			
17	Note book (120 pages Spiral) pcs Madina/Hearts/united/Similar Quality (Approximate quantity -160 Pcs)	Pcs	01			
18	Note book (100 pages Spiral) pcs Madina/Hearts/united/Similar Quality (Approximate quantity -1200 Pcs)	Pcs	01			
19	Note book (80 pages Spiral) pcs	Pcs	01			



SL No.	Particulars with Specifications	Unit measured	No of Unit	Unit Price (Taka)	Total Price (Taka)	Remarks
	Madina/Hearts/united/Similar Quality (Approximate quantity -1665 Pcs)					
20	Pen (pcs) I-teen/I-Con/Wood mark/Similar Quality (Approximate quantity -2379 Pcs)	Pcs	01			
21	Pen-gel (pcs) Montex/Cluegel/Cello/Similar Quality (Approximate quantity -3035 Pcs)	Pcs	01			
22	Pencil (12 pcs packet) Good luck/Matador/Deli/Similar Quality (Approximate quantity- 120 Packet)	Packet	01			
23	Flip chart (30 page) KPM/TK/Creative//Similar Quality (Approximate quantity -200 Pcs)	Pcs	01			
24	Seminar file (Plastic)- Good luck/Matador/Huajie/Similar Quality (Approximate quantity -2000 Pcs)	Pcs	01			
25	Name Badge PVC (pcs) Sakura/Matador/Good luck/Similar Quality (Approximate quantity -2050 Pcs)	Pcs	01			
26	Sticky Note 3"/1"(100 Pcs Packet) (Approximate quantity-40 Packet)	Packet	01			
27	Bro Crispy Bar (Peanut) Box (Approximate quantity -77 Pcs)	Pcs	01			
28	Chocolate (100 pcs Jar) Olympic/Shaad/Matador/Similar Quality (Approximate quantity -54 Jar)	Jar	01			
29	Plastic file bag, 2 pockets with handle (Approximate quantity-250 Pcs)	Pcs	01			
30	Plastic file bag, with tough carry handle with twelve Pocket. (Approximate quantity-100 Pcs)	Pcs	01			
31	Plastic file Liner with button (pcs). Matador/Good luck/Hujie/Similar Quality <b>(Approximate quantity - 1665 Pcs)</b>	Pcs	01			
32	Tissue (Hand Towel, 1pcs*250 pcs box Fresh/Bashundhara/ Pertex/ Similar Quality (Approximate quantity -254 Pcs)	Box	01			



SL No.	Particulars with Specifications	Unit measured	No of Unit	Unit Price (Taka)	Total Price (Taka)	Remarks
33	Envelop size 10"x4" (100 pcs packet) Liner/KPM/Similar Quality (Approximate quantity-14 Packet)	Packet	01			
34	Envolap A4 Size, 100 Pcs Packet Liner/KPM/Similar Quality (Approximate quantity-3 Packet)	Packet	01			
35	Seminar file (Plastic)- Good luck/Matador/Huajie/Similar Quality (Approximate quantity -175 Pcs)	Pcs	01			
36	Art paper 20"x30"(White Color) 150 GSM Art paper, Made by chaina. (Approximate quantity 150 Pcs)	Pcs	01			
37	Art paper 20"x30" Multi Color 150 gsm Art paper, Made by china. (Approximate quantity-150 Pcs)	Pcs	01			
38	<b>Wax crayons (Packet)</b> (Approximate quantity-52 Packet)	Packet	01			
39	Colour pencil Small Size (12 pcs Multi Color) Packet. Nataraj/Doms/Matadors/Similar Quality (Approximate quantity- 45 Packet)	Packet	01			
40	Plastic scale 12" Good luck/Matador/Stedler/Similar Quality (Approximate quantity- 120 Pcs)	Pcs	01			
41	Scissor 7" Deli/Matador/Good luck/Similar Quality (Approximate quantity- 5 Pcs)	Pcs	01			
42	Glue Stick (Water glue 60ml) Deli/NC Duckey/Super/Similar Quality (Approximate quantity-10 Pcs)	Pcs	01			
43	Glue Stick up, 15gm Deli/NC Duckey/Super/Similar Quality (Approximate quantity-50 Pcs)	Pcs	01			
44	Dust free eraser (Good Quality) (Approximate quantity-50 Pcs)	Pcs	01			
45	Office pins (50 gm packet) Deli/Matador/Good luck/Similar Quality (Approximate quantity-50 Packet)	Packet	01			
46	Gangu file, 3" Hujie Made In Chaina (Approximate quantity-120 Pcs)	Pcs	01			
47	Punch File Plistic Bili/Hujie/Good luck/Similar Quality (Approximate quantity-200 Pcs)	Pcs	01			



SL No.	Particulars with Specifications	Unit measured	No of Unit	Unit Price (Taka)	Total Price (Taka)	Remarks
48	Flower Broom Local Brand (Approximate quantity-3 Pcs)	Pcs	01			
49	Mop RFL/Matador/Similar Quality (Approximate quantity-4 Pcs)	Pcs	01			
50	Wafer RFL/Matador/Similar Quality (Approximate quantity-2 Pcs)	Pcs	01			
51	High light marker Fever Castle/Good luck/Matador/Similar Quality (Approximate quantity-50 Pcs)	Pcs	01			
52	Calculator 12 Digit Mega/Casine/Catiga/Similar Quality (Approximate quantity-15 Pcs)	Pcs	01			
53	Harpic 500ml Harpic/Shakti/Finfic/Similar Quality (Approximate quantity-12 Pcs)	Pcs	01			
54	Soap Mini 30gm Dettol/Savlon,Lux/Similar Quality (Approximate quantity-50 Pcs)	Pcs	01			
55	Staplar Pin Box (20 pcs Mini pack) Kangaroo/Deli/matador/Similar Quality (Approximate quantity-3 Pack)	Pack	01			
56	Multi Plug Heavy Duty (4 Sockets) Click/Super star/Walton/Similar Quality (Approximate quantity-4 Pcs)	Pcs	01			
57	Celing Mop/Brush RFL/Matador/Similar Quality (Approximate quantity-2 Pcs)	Pcs	01			
58	Stapler Machine (Regular Size) Matador/Kangaroo/Deli/Similar Quality (Approximate quantity-10 Pcs)	Pcs	01			
59	Magazin File RFL/Matador/Similar Quality (Approximate quantity-20 Pcs)	Pcs	01			
60	Toilet Tissue Gold (Dozen) Bashundhara/Fresh/Partex/Similar Quality (Approximate quantity-12 Dozen)	Dozen	01			
61	Aerosol, 475 ml ACI/Mortein//Similar Quality (Approximate quantity-12 Pcs)	Pcs	01			



SL No.	Particulars with Specifications	Unit measured	No of Unit	Unit Price (Taka)	Total Price (Taka)	Remarks
62	Air freshener 300ml Wav/ACI/Spring/Similar Quality (Approximate quantity-24 Pcs)	Pcs	01			
63	Stamp pad Artline/Sony/Good luck/Similar Quality (Approximate quantity-12 Pcs)	Pcs	01			
64	Stamp pad ink Artline/Sony/Good luck/Similar Quality (Approximate quantity-20 Pcs)	Pcs	01			
65	Tea (500gm packet) Ispahani/Suylon/Taza/Similar Quality (Approximate quantity-40 packet)	packet	01			
66	Sugar 1 kg Pack Fresh/No.1/TK/Similar Qualit (Approximate quantity-40 kg)	Kg	01			
67	Milk Powder, 500gm Packet Fresh/Marks/Dano/Similar Quality (Approximate quantity-40 Packet)	Packet	01			
68	Coffee (200gm Packet/Jar) Nescafe by Singapore (Approximate quantity-24 Packet/Jar)	Jar	01			
	<b>Total Price (Including VAT, Tax and Transportation)</b>					

**Total In Word:**

Therefore, YPSA is inviting for Tender from reputed, experienced suppliers/vendors to supply the above-mentioned stationery & supplies 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 updated bank solvency and bank statement (**Last 3 months**) 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 **22/01/2025 by 3:00 p.m.** and on the same date **3:30 pm** tender box will be opened.
2. Vendor (s) should submit Tender Schedule as per specifications along with attached company details (Annexure-1).
3. The selected vendor will deliver the stationery & supplier items as per work order (WO) & schedule basis to the YPSA Teknaf Office/warehouse as per Program Team requirements.
4. YPSA will do **Framework Agreement** with the vendor for one year (a possibility with extension) who will be awarded for the Tender.
5. Supplier should mention delivery lead time
6. YPSA shall keep right to increased or decreased the quantity of procuring these items.



7. Vendor will be agreed to deliver stationery & supplies items at YPSA YHCRCCAC Project office Warehouse address; Hashim Member's House. Flat no- 3&4, Ground floor, Puraton Pollan Para, BGB road, Teknaf, Cox's Bazar.
8. Supplier should send all legal documents like Updated Trade License, AIT Certificate, updated TAX return copy of 2024-2025 Assessment Year, BIN Certificate, NID Card copy (Both Side), Updated Bank Solvency Certificate and statement with Bank details and similar work experience documents.
9. Vendors' given rate should be considered along with vat, tax and transportation, and other costs.
10. Account payee cheque will be given after deduction of Govt. vat/tax and others after successfully compilation the supply of goods/items.
11. 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 safeguarding Policy" will follow 100% during work with YPSA.
12. There is no negotiation on the quality of goods/items.
13. YPSA will not be liable for any damage and accident during the carrying of goods.
14. 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.
15. 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.



**Procurement Committee**  
**YPSA**