



Ref: YPSA/HO/994 /2025
Tender Ref. No.14/2024-25
Date: 13-05-2025

Subject: Invitation for Tender

Young Power in Social Action (YPSA) www.ypsa.org is an organization for sustainable development implementing the project “**Activating Village Courts in Bangladesh Phase III**” supported by UNDP. You are requested to submit Tender Schedule to supply Printing items for the project at **different working areas (all upazila in every district) under 15 districts (Cox's Bazar, Chattogram, Feni, Noakhali, Lakshmipur, Chandpur, Cumilla, Munshiganj, Narayanganj, Brahmanbaria, Kishoreganj, Habiganj, Sunamganj, Moulvibazar, Sylhet)** as per scheduled date under the following descriptions and conditions;

SL No	Particulars with Specifications	Unit measured	No of Unit	Unit Price (Taka)	Total Price (Taka)	Remarks
	Homestead Gardening					
01	Village Courts Leaflet (size-8.5" x 11.3 ", Back-to-back Color Print, 100 gram Art Paper Glossy)	Pcs	229000			
02	Village Courts Sign Board Sticker (as per attached specification)	Pcs	378			
03	Drop-Down Festoon highlighting Village Courts messages (as per attached specification)	Pcs	1391			
	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 seed 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 submission tender on **22/05/2025 by 3.00 pm.**
2. **Printing items specifications (Annexure-2)** are attached with tender schedule.
3. **Tender will evaluate through Technical (60 marks) and financial (40 marks) perspective. The supplier/vendor who will obtain highest marks (consolidated marks of Technical and Financial analysis) will be awarded for the tender.**



4. Vendor (s) should submit Quotation as per specifications. The Vendor's given rate should be considered along with VAT, tax transportation and other costs if any.
5. **Pe-bid meeting** will be held on **18th May'2025, Sunday** at **YPSA Head office meeting room** by **3.00 pm**.
6. All Item Should be delivered to **different working areas (all upazila in every district) under 15 districts (Cox's Bazar, Chattogram, Feni, Noakhali, Lakshmipur, Chandpur, Cumilla, Munshiganj, Narayanganj, BrahmanBaria, Kishoreganj, Habiganj, Sunamganj, Moulvibazar, Sylhet**. Supply must be completed as per providing guidance/instructions from YPSA project team.
7. Selected vendor will supply goods/items as per mentioned description/specifications provided. There is no negotiation on the quality of product items.
8. Account payee cheque will be given after deduction of Govt. tax and others after successfully compilation the supply of items.
9. YPSA will not be liable for any damage and accident during carrying of goods.
10. Child labor will not be allowed in carrying, loading and unloading and transportation etc. and Child labor also abide in your office, home also. In these regards **"YPSA Safeguarding Policy"** will follow during work with YPSA.
11. You and your company should be ready to abide **'YPSA policy for Prevention from Sexual, Exploitation, Abuse and Harassment of adult (PSEAH)**.
12. YPSA deserves the right to correction, modify or reject any clause or all Quotation documents/work order without showing any clarification. YPSA also keep rights to increase or decrease the quantity of all item mentioned at work order if needed. In this case the supplier will be noticed accordingly.
13. Each item should be packed according to the beneficiary and should be ensured to reach different places of Teknaf upazila at specified time as per the instructions of the project team.
14. After issuing of work order if the supplier fails to deliver any of the items following of work order, procuring entity YPSA has all right to impose penalty, deduction of bill partly or full amount of final bill.
15. YPSA is not bound issue work order to the lowest bidder.


Procurement Committee
YPSA