



Ref: YPSA/HO/1420/2025  
Tender Ref. No. 18/2024-25  
Date:03/07/2025

**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, **BGD AHP Rohingya Response Phase-4 (2023-2025), BGD DANIDA SPA (2023-2025) Lot Hum and BGD NRK Telethon- Protecting Children in War and Conflict (2023-2027) Under the "Education in Emergency (EiE)"** supported by "Save The Children". You are requested to submit a Tender Schedule to supply of Stationary Items at **YPSA-EiE Project Office, Ukhiya** in Cox's Bazar District as per schedule date in accordance with the following descriptions and conditions:

S/N	Description/Specifications	Brand Name	Unit Measurement	No of Unit	Unit Price	Total Amount (Tk.)
1	A4 Paper White 100gsm (Pack of 500 Sheet); Idea/Papertech/ Bashundhara/ Shonali or Similar Categories <b>(Approximate Quantity- 15)</b>		15	Rim		
2	A4 Paper White 80gsm (Pack of 500 Sheet); Idea/Papertech/Bashundhara /Shonali or Similar Categories <b>(Approximate Quantity- 100)</b>		100	Rim		
3	A4 Paper White 65gsm (Pack of 500 Sheet); Idea/Papertech/ Bashundhara/ Shonali or Similar Categories <b>(Approximate Quantity- 1300)</b>		1300	Rim		
4	Legal Paper White 80gsm (Pack of 500 Sheet); Idea/Papertech/Bashundhara/ Shonali or Similar Categories <b>(Approximate Quantity- 15)</b>		15	Rim		
5	A4 Paper Color, 80gsm, Assorted Color (Pack of 500 Sheets); Good Quality <b>(Approximate Quantity- 100)</b>		100	Rim		
6	Color Poster Art Paper, Size: 22/28 Inch, 120 gsm (5 Colors- Green, Yellow, Blue, Orange & Red); Good Quality <b>(Approximate Quantity- 1500)</b>		1500	Pcs		
7	Color Poster Paper, Size: 20/28 Inch, 55-60 gsm (5 Colors- Green, Yellow, Blue, Orange & Red); Good Quality <b>(Approximate Quantity- 5000)</b>		5000	Pcs		
8	Brown Paper, Size: - 20/30 Inch, 50-60gsm, Good Quality <b>(Approximate Quantity- 3000)</b>		3000	Pcs		



9	Flip Chart 23×32 Inches, 25-Sheets, Good Quality (Approximate Quantity- 100)	100	Pcs		
10	Vip Card A5, (100 Page-1Pkt), Good Quality (Approximate Quantity- 100)	100	Pkt		
11	Sticky Note (3*3) Per Pkt-100 Sheet, Multicolor; Jinxin/Maped or Similar Categories (Approximate Quantity- 100)	100	Pkt		
12	Masking Tape- 2 Inch (28-30 Feet); Good Quality (Approximate Quantity- 300)	300	Pcs		
13	Whiteboard Marker 4 Color, Chisel/Round Nip; Artline/Feber Castel /Gxin or Similar Categories (Approximate Quantity- 200)	200	Pcs		
14	Permanent Marker 4 Color, Chisel/Round Nip; Artline/Feber Castel /Gxin or Similar Categories (Approximate Quantity- 2000)	2000	Pcs		
15	Ballpen- 0.7mm; Wood mark/Matador /All-time/Good-luck/Fresh or similar categories (Approximate Quantity- 1000)	1000	Pcs		
16	Oil Pastel 12 Color Set; Titi/Feber Castel or Similar Categories (Approximate Quantity- 1500)	1500	Pkt		
17	Scissors 8 Inch; Deli, Good Luck/ Matador or Similar Categories (Approximate Quantity- 150)	150	Pcs		
18	Chalk, Per Pkt 40 Pcs; Rahim/Fancy or Similar Categories (Approximate Quantity- 1000)	1000	Box		
19	Duster Plastic (Poem) 2x6 Size; Good Quality (Approximate Quantity- 300)	300	Pcs		
20	Thread ball (Big size) 100gm; Sapla/NPB or Similar Quality (Approximate Quantity- 200)	200	Pcs		
21	Student Attendance Khata(English), (25 Sheet- 50 Pages)- 50-60 Gsm-Good Quality, *Sample provide by Project team (Approximate Quantity- 300)	300	Pcs		
22	Resister (Rule) Khata (100 Sheet- 200 Pages)- 50-60 Gsm- Good Quality (Approximate Quantity- 1000)	1000	Pcs		
23	Stock Register, Blue Color Paper (100 Sheet- 200 Pages)- 50-60 Gsm- Good Quality (Approximate Quantity- 100)	100	Pcs		



24	Stapler Machine (Medium) 25 Sheet Capacity; Kangaro/ Petra/Deli or Similar Categories. <b>(Approximate Quantity- 30)</b>	30	Pcs		
25	Stapler Pin (Medium), 24/6-1M; Kangaro/Petra/Deli or Similar Categories. <b>(Approximate Quantity- 300)</b>	300	Box		
26	Pin Remover (Medium); Kangaro/Petra /Deli or Similar Categories. <b>(Approximate Quantity- 155)</b>	155	Pcs		
27	Calculator-12 Digit; Mega/Casio or Similar Categories. <b>(Approximate Quantity- 30)</b>	30	Pcs		
28	Puncher Machine (22 Sheet); Kangaro/ Petra/Deli or Similar Categories <b>(Approximate Quantity- 125)</b>	125	Pcs		
29	Stamp Pad; Horse/Sigma/Feber Castel or Similar Categories <b>(Approximate Quantity- 130)</b>	130	Pcs		
30	Stamp Pad Ink, (Purple color)-20 ml; Rex/ Hores/Artline or similar categories <b>(Approximate Quantity- 130)</b>	130	Pcs		
31	Ring File 3 Inch Gango; Good Quality <b>(Approximate Quantity- 150)</b>	150	Pcs		
32	Ring File- 2 Inch - Good Quality <b>(Approximate Quantity- 50)</b>	50	Pcs		
33	A4 Cover File/PlasticFile/ Report File; Deli/Good Luck/Matador or Similar Categories. <b>(Approximate Quantity- 800)</b>	800	Pcs		
34	File Holder (Plastic) Deli/Good Luck /Matador or Similar Categories <b>(Approximate Quantity- 100)</b>	100	Pcs		
35	Box File (Letter File) - Good Quality <b>(Approximate Quantity- 100)</b>	100	Pcs		
36	Scale 12" (Steel)- Good Quality <b>(Approximate Quantity- 150)</b>	150	Pcs		
37	Pencil Battery for wall Clock; Sunlite /Olympic or similar categories <b>(Approximate Quantity- 300)</b>	300	Pcs		
38	Ika Gum/Master Gum (500 gm); Good Quality <b>(Approximate Quantity- 2000)</b>	2000	Pcs		
39	Multi Plug 5 Socket; Transtec/ Superstar/Click or similar categories <b>(Approximate Quantity- 10)</b>	10	Pcs		
40	Room Spray 300ml; Spring/Angelic/ Odonil/Aer or Similar Categories <b>(Approximate Quantity- 30)</b>	30	Pcs		



41	Mosquito Killer Aerosol (350ml-450ml); Aci/Mortein or Similar Categories <b>(Approximate Quantity- 10)</b>	10	Pcs		
42	Toilet freshener 50 gm; Odonil /Aer or or Similar Categories <b>(Approximate Quantity- 150)</b>	150	Pcs		
43	Tixol Toilet & Tiles Cleaner, 500ml- Good Quality <b>(Approximate Quantity- 10)</b>	10	Pcs		
44	Hand Wash-200 ml Bottle; Life Boy/ Dettol/ Savlon or Similar Categories <b>(Approximate Quantity- 150)</b>	150	Pcs		
45	Mini Soap 25-30 gm; Lux/Dettol/ Sevlon or Similar Categories <b>(Approximate Quantity- 2000)</b>	2000	Pcs		
46	Soap Case (Plastic), 2 Parts; Good Quality <b>(Approximate Quantity- 200)</b>	200	Pcs		
47	Floor Moof; RFL/Bengal or similar categories <b>(Approximate Quantity- 100)</b>	100	Pcs		
48	Water Jug, Material: Polypropylene (PP), Silicone Rubber, Dimension (LxWxH): 21X15.3X24 cm, Capacity: 3L, Color-Red/Blue; RFL/Bengal or Similar Categories <b>(Approximate Quantity- 150)</b>	150	Pcs		
49	Mug, Material: Poly Propylene, Size: 2 Litter, Dimension (LXWXH): 21.5X 20.5X15.5 cm, Color: Red/Blue; RFL/ Bengal or Similar Categories <b>(Approximate Quantity- 150)</b>	150	Pcs		
50	Melamine Water Mug Size 300ml; RFL /Bengal/Sharif or Similar Categories <b>(Approximate Quantity- 150)</b>	150	Pcs		
51	Plastic Dust Pan Belcha, Dimension (L xWxH) (CM): 29.5x22.5x16 cm, Color: Red/Blue, Material: Polypropylene; RFL/Bengal or Similar Categories <b>(Approximate Quantity- 150)</b>	150	Pcs		
52	Plastic Water Pot (Bodna), Color: Blue/Red, 2.25 Ltr; RFL/Bengal or Similar Categories <b>(Approximate Quantity- 150)</b>	150	Pcs		
53	Toilet Brush-51 Cm, Material: Plastic, Color: Red, Attractive Design; RFL/ Bengal or Similar Categories <b>(Approximate Quantity- 200)</b>	200	Pcs		
54	Belching Powder (500 gm); Good Quality <b>(Approximate Quantity- 300)</b>	300	Pkt		



55	Washing Powder-(200 gm); Wheel/ Rin/ Chaka or Similar Categories (Approximate Quantity- 150)	150	Pkt		
56	Toilet tissue; Bashudhara/Fresh or Similar Categories (Approximate Quantity- 300)	300	Pcs		
57	Hand Towel Tissue, 250 Pcs Box; Bashudhara/ Fresh or Similar Categories (Approximate Quantity- 150)	150	Box		
58	Facial Tissue (Box) 100 Pieces X 2 Ply; Bashudhara/Fresh or Similar Categories (Approximate Quantity- 150)	150	Box		
59	Toilet Cleaner- 500 ml; Harpic/Clean Master/Vanish or Similar Categories (Approximate Quantity- 1524)	1524	Pcs		
60	Paphus (Size-18/24) Plastic; Good Quality (Approximate Quantity- 150)	150	Pcs		
61	Flower Broom; Good Quality (Approximate Quantity- 1000)	1000	Pcs		
62	Coconut Broom- Good Quality (Approximate Quantity- 1000)	1000	Pcs		
63	Natural Straw Broom with Bamboo long Handle- Good Quality (Approximate Quantity- 200)	200	Pcs		
64	Lock with 3 key Size Minimum 100 mm; Good Quality (Approximate Quantity- 300)	300	Pcs		
65	Garbage Bags (Poly Bag) Size: 18/24, Color: Black, Material: Premium Quality Polyethylene, (Per Pkt-50 Pcs); Good Quality (Approximate Quantity- 20)	20	Pkt		
66	Led Bulb Rechargeable, working hour 2 hour+ (15-20) Transect/Superstar/Click or similar categories (Approximate Quantity- 20)	20	Pcs		
<b>Total Price (Including VAT Tax and Transportation)</b>					
<b>In Words:</b>					

Therefore, YPSA is inviting for Tender bid from reputed, experienced suppliers/vendors to supply the above-mentioned Stationary 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 updated 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-I) 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 **13/07/2025 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. YPSA will go through a **Framework Agreement** with the selected vendor for **One Year (Possibility with extension)**.
4. **No Samples are required with the quotation but primarily selected suppliers should agree to supply/show product samples as needed before confirmation of the final work order.**
5. Vendor (s) should submit tender as per specifications with **brand name mandatorily**.
6. The vendor should **mention price validity days clearly**.
7. Item's delivery must be completed at the **different time slots (Agreement Period)** as per from as per guidance/instructions provided from the YPSA Project Team.
8. Selected vendor (s) should ensure the transportation of goods to the **YPSA-EiE Project Office, Sharmin Mahol, Bottholi Road, Rajapalong, Ukhiya** in Cox's Bazar district.
9. The vendor should be ready to supply goods for the above-mentioned time frame based on a framework agreement. The Supply item quantity 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.
10. Each of the goods to be provided must have a **maximum life span** from the date of delivery.
11. Vendor's given rate should be considered along with VAT & Tax (**As per Update Govt. rules**), transportation and other relevant costs.
12. Account payee cheque will be given after deduction of Govt. VAT/Tax and other relevant costs after successful completion of the supply of goods/items in a month. Notably, the payment will be made against the Work Order and actual and correct bills delivery notes signed duly submitted by the vendor.
13. YPSA will not be liable for any damage and accident during carrying of goods/items to the location of supply mentioned above.
14. 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.
15. **The vendors should send all legal documents like Valid Trade License, TIN Certificate, Tax return copy, BIN Certificate, NID/Smart Card copy and updated Bank Solvency Certificate with bank details. Last (3 months) bank account statement is required along with above mentioned documents.**
16. Child labor will not be allowed in making, carrying, loading, unloading and transportation, etc. Child labor should also be avoided at your office. In this regard, the **"YPSA Child Safeguarding Policy"** must be followed properly during work with YPSA. In this regard, in the tenure of the agreement, if any complain on child labor/child abuse against you and your company come to YPSA, immediately the management of YPSA will stop the agreement until completion of the investigation as per the YPSA Child Safeguarding Policy guidelines as well as that of the national laws and procedures. No payment will be made before the investigation report comes up and the issue is officially settled.
17. You and your company must abide by YPSA Policy of Prevention from Sexual, Exploitation, Abuse and Harassment of Adult (PSEAH) during the tenure of the agreement. Breaching of the policy will nullify the agreement between YPSA and your company.
18. YPSA also keeps rights to increase or decrease the quantity of goods mentioned above, if needed. In this case, the vendor will be noticed accordingly.



19. After issuing a Work Order every time, if the vendor fails to deliver any of the items following 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.
20. YPSA is not bound to issue work Order to the lowest bidder.
21. YPSA reserves the right to correct, modify or reject any clause or all Tender documents/Quotation/Work Order without showing any clarification.

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

YPSA will evaluate the tender process in two separate ways. One is Technical Evaluation (Eligibility Documents submission as, Previous Experiences, 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

