



Ref: YPSA/HO/ 2296-1 /2025

Date:15/10/2025

Subject: Invitation for Tender

Young Power in Social Action (YPSA) www.ypsa.org is an organization for sustainable development implementing the project titled, “Multi-sector Recovery and Empowerment Support for crises affected communities in Cox’s Bazar” supported by “International Rescue Committee”. Under this project we will provide Snacks and Food (lunch) items among the program participants in the Host community. We have planned to procure the following Snacks and food (lunch) items as per specification and quantity as mentioned in the table below from the eligible vendor(s). Interested vendors are requested to submit tender to supply the snacks and lunch items in accordance with the following descriptions and conditions at Chakaria, Ukhiya & Ramu Upazila, Cox's Bazar District.

SI No.	Description/Specifications	Unit Measurement	No. of Unit	Unit Price (TK)	Total Amount (Tk.)	Remarks
01	Chicken Role -Standard Size, good quality (Approximate Quantity-4800)	Nos	1			All items must be packaged in a single packet (food grade) including a carry bag (Not polythene)
02	Apple-standard size, 130-150gm (Approximate Quantity-4800)	Nos	1			
03	Chicken Sandwich-2 layer, standard size (Approximate Quantity-800)	Nos	1			
04	Vegetable Role-Standard Size, good quality (Approximate Quantity-3500)	Nos	1			
05	Slice Cake-Square with covered by Tissue (Approximate Quantity-3500)	Nos	1			
06	Mineral Water 330 ml (Mum/pran/fresh or similar Brand) (Approximate Quantity-8200)	Nos	1			
07	White Rice (1 Person Estimated -Miniket Atob Rice (Approximate Quantity-3500)	Nos	1			
08	Pollow Rice (1 person Estimated) (Approximate Quantity-1000)	Nos	1			
09	Chicken (Local) Curry -Size 1/4 above 1000gm. (Approximate Quantity-3500)	Nos	1			
10	Chicken (Sonali) Curry -Size 1/4 above 1000gm. (Approximate Quantity-3500)	Nos	1			

Signature
15/10/25



Sl No.	Description/Specifications	Unit Measurement	No. of Unit	Unit Price (TK)	Total Amount (Tk.)	Remarks
11	Mixed Vegetable (Estimated) (Approximate Quantity-3500)	Nos	1			
12	Plain Dal (Estimated) (Approximate Quantity-3500)	Nos	1			
13	Mixed Salad (Estimated) (Approximate Quantity-3500)	Nos	1			
14	Boiled Egg (Approximate Quantity-3500)	Nos	1			
15	Rup Chada/Coral Fish Curry-100-150 gm (Approximate Quantity-3500)	Nos	1			
16	Mineral Water 500 ml (Mum/pran/fresh or similar Brand). (Approximate Quantity-3500)	Nos	1			
17	Cold Drink 250 ml (7up/pepsi/Coca-cola or Similar Brand). (Approximate Quantity-3500)	Nos	1			
Total Price (Including VAT Tax and Transportation)						
Total in Word:						

Therefore, YPSA is inviting for Tender bid from reputed, experienced suppliers/vendors to supply the above-mentioned Snacks and food(lunch) items. Interested suppliers/vendors who have their agency's/company's updated Trade license, updated return submission certificate/slip, VAT registration certificate, experience certificates/Relevant work order 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 **28/10/2025** 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 for snacks and Food (lunch) catering services shall be responsible for delivering the agreed food items to the following designated YPSA locations within Cox's Bazar District:
YPSA-MPCC, Choarfari, Ward No. 9, Poshim Baro Bhewla Union, Chakaria;
YPSA-MPCC, Majerpara, Ward No. 7, Lokkahchor Union, Chakaria;
YPSA-WGSS, Ghonnapara, Ward No. 3, Eidgor Union, Ramu;
YPSA-Side Office, Purbopara, Ward No. 8, Joarianala Union, Ramu;
YPSA-WGSS, Panerchora, Ward No. 5, Dokhin Mithachori Union, Ramu;
YPSA-MPCC, Modhom Rajapalong, Hijilia, Ward No. 2, Rajapalong Union, Ukhiya;
YPSA-MPCC, Poschim Painnashia, Ward No. 1, Jaliapalong Union, Ukhiya; and
YPSA Project Office, Alia Mansion, Amtoliapara, Fotekharkul Union, Ramu Upazila.

Signature
15/10/25



All deliveries will be made according to the schedule, and the selected vendor agree to delivery any number or quantity (at least 5–10 food items) to the locations mentioned above.

4. The selected Vendor will deliver the snacks and lunch items as per work-order and schedule basis to host community as per program team requirements. Location and Quantity will be informed from the project office **24 hours before the Delivery time.**
5. **YPSA may selected individual supplier for three upazila or a single supplier for all upazila through a competitive evaluation process. Work orders will be placed by arranging multiple items into packages for each item according to the budget**
6. **YPSA will go through a Framework Agreement with the selected vendor for One Year (possibility with extension).**
7. The vendor should be ready to supply snacks and food (lunch) 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 Snacks and food(lunch) items, the vendor will be notified by the logical time.
8. Vendor's given rate should be considered along with VAT & Tax (As per Update Govt. rules), transportation and other relevant costs.
9. The selected vendor will supply Snacks and lunch items as per mentioned description/specifications provided. There is no compromise on the quality of snacks and food(lunch) items to be supplied.
10. Account payee cheque will be given after deduction of Govt. VAT/tax and other relevant cost after successful completion the supply of goods/items in a month. Notably, the payment will be made against each Work Order after check and verify.
11. YPSA will not be liable for any damage and accident during carrying of snacks and food (lunch) to the location of supply mentioned above.
12. The vendors should send all legal documents like Valid Trade License, TIN Certificate, Tax return Submission proof (PSR) copy, BIN Certificate, NID/Smart Card copy and Bank Statement (Last 3 Months-July 2025 to September 2025). Relevant and workorder and is required along with above mention documents.

Instruction to attached documents sequentially as follows:

1. **Forwarding Letter**
 2. **Price quotation/Bid Proposal**
 3. **Company Profile (as per attached Annexure 11)**
 4. **Legal document (Trade license, Tax papers, VAT etc.)**
 5. **NID Card Copy**
 6. **Bank statement (July 25 to Sep 25)**
 7. **Relevant experience document last 2 years (PO/Agreement; due date not more 01/10/2023).**
 8. **Any other additional documents.**
13. Child labor will not be allowed in making, carrying, loading and unloading and transportation etc. Child labor should also be avoided at your office and home. In this regard, "**YPSA Safeguarding Policy**" must be followed properly during work with YPSA.
 14. Vendors should follow the **Money Laundering Prevention Act and Anti-terrorist Financing Act** enacted by the government of Bangladesh
 15. You and your company must abide by YPSA Policy of prevention from Sexual, Exploitation, Abuse and Harassment of Adult (PSEAH) during the tenure of agreement. Breaching of the policy will nullify the agreement between YPSA and your company.



16. 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 snacks and lunch mentioned above, if needed. In this case, the vendor will be noticed accordingly.
17. After issuing a Work Order every time, if the vendor fails to deliver any of the snacks and lunch 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.
18. 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, 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

