



Ref: YPSA/HO/ 2296 /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 Juice, Biscuit, Dry Cake & Liquid Milk (Dry Food) items among the program participants in the Host community. We have planned to procure the following Dry food 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 goods in accordance with the following descriptions and conditions at Chakaria, Ukhiya & Ramu Upazila, Cox's Bazar District.

S/N	Description/Specifications	Quantity (Approximate)	Brand Name	Unit Price (TK)	Total Amount (Tk.)
01	Juice -200 ml Bottle (Pran/Shezan/Acme or Similar Brand)	19380 Packet			
02	Juice -250 ml Bottle (Pran/Shezan/Acme or Similar Brand)	22680 Packet			
03	Juice 125ml in Packet (Pran/Shezan/Acme or Similar Brand)	200 Packet			
04	UHT Milk -200 ml Packet (Pran/Arong/Akish or Similar Brand)	22396 Packet			
05	Dry Cake-25 gm (Pran/Gold Mark/Olympic or Similar Brand)	48740 Packet			
06	Coconut Biscuit 90 gram (PEORIA/Pran/Fulkoli/Or Similar Brand)	2160 Packet			
07	Orange Biscuit – 36-39 gm (Olympic/Pran/Gold Mark or Similar Brand)	21496 Packet			
08	Choice Biscuit 70 gm- (Pran/Olympic/Gold Mark or Similar Brand)	280 Packet			
Total Price (Including VAT Tax and Transportation)					
Total in Word:					

[Signature]
15/10/25



Therefore, YPSA is inviting for Tender bid from reputed, experienced suppliers/vendors to supply the above-mentioned Dry 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/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-I).
3. The vendor should mention price validity days clearly.
4. The selected vendor for Dry food shall be responsible for delivering the agreed dry 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, Ghonnopara, 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 Pannashia, Ward No. 1, Jaliapalong Union, Ukhiya; and
YPSA Project Office, Alia Mansion, Amtoliapara, Fotekharkul Union, Ramu Upazila.
All deliveries shall be made as per the schedule and quality standards specified and must be ensured the supply at the respective locations on time.
5. Item's delivery must be completed at the different time slots from as per guidance/instructions provided from the YPSA Project Team.
6. Vendor will deliver the Snacks (Dry Food) items Quarterly one time as per Program Team requirement.
7. YPSA will go through a Framework Agreement with the selected vendor for One Year (possibility with extension).
8. 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.
9. Each of the goods to be provided must have a maximum 3 Months life span from the date of delivery.
10. Vendor's given rate should be considered along with VAT & Tax (As per Update Govt. rules), transportation and other relevant costs.
11. 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.
12. 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.
13. YPSA will not be liable for any damage and accident during carrying of goods to the location of supply mentioned above.



14. 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 updated Bank Solvency Certificate with bank details/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 and solvency
 7. Relevant experiences document last 2 years (PO/Agreement; due date not more 01/10/2023).
 8. Any other additional documents.
15. 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.
16. 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.
17. Vendors should follow the **Money Laundering Prevention Act and Anti-terrorist Financing Act** enacted by the government of Bangladesh.
18. 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, 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 dry 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.
20. 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

