



Ref: YPSA/HO/2723/2025

Date: 09/11/2025

### 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, **Youth from Host Communities and Rohingya Camps in Cox's Bazar as Agent of Change (YHCRCCAC) Project**. You are requested to submit a Tender Schedule to supply of Materials at **YPSA-YHCRCCAC Project Office, Teknaf** in Cox's Bazar District as per schedule date in accordance with the following descriptions and conditions;

S/N	Description/Specifications	Unit Measurement	No of Unit	Unit Price (Taka)	Total Amount (Tk.)	Remarks
1.	<b>Badminton Racket</b> Weight:70-80 gm Head Shape: Isometric Flex: Flexible Head Material: Carbon Fiber Shaft material: Carbon Nanotube Balance: Head-Light Weight: 78-80	pcs	300			As per Sample
2.	Badminton net	pcs	2			As Per Sample
3.	Badminton Nylon Feather Cock-12 pcs Box (Good quality)	Box	50			As Per Sample
4.	Football Dear Black and White (Size-4) N532	pcs	50			As Per Sample
5.	Color Pencil (24 pencil per Box) - Deli/DOMS/Good luck or similar quality	pcs	500			As Per Sample
6.	Chin lone ball (Myanmar)	pcs	50			As Per Sample
7.	<b>General Khata : Size A4 (11x8.5)</b> Cover 300 gsm Art Card- 4 Color Print with 3 logos. Inner 70 gsm paper, 200 page White.	pcs	1250			As Per Sample
8.	<b>Lesson Plan Register: Size A4 (11x8.5)</b> Cover 300 gsm Art Card- 4 Color Print with 3 logos. Inner 70 gsm paper, 200 page both Side Print, Black & White.	pcs	50			As Per Sample
9.	White board Marker (Black-Sigma flow, Round Head)	pcs	300			As Per Sample
10.	Flexible Scale (Rubber)/Ruler - 12inch	pcs	1250			As Per Sample
11.	White Board Duster (Plastic & Cloth)	pcs	50			As Per Sample
<b>Total Price (Including VAT, Tax and Transportation Costs)</b>						
<b><u>Total In Word:</u></b>						

Therefore, YPSA is inviting for Tender bid from reputed, experienced suppliers/vendors to supply the above-mentioned **Sports Item & Stationery Materials** for Participants at **YPSA-YHCRCCAC Project Office, Teknaf, Cox's Bazar**. 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 (**Please attach maximum/up to 10**



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**Work Order/agreement as the proof of similar work experience which will carry marks for supplier in technical evaluation.), updated bank solvency ( Most recent within last 3 months) or updated Bank statement (last 3 months, July- '25 to September 25') 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 **18/11/2025 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. **Primarily selected suppliers will agree to supply/show product samples as needed before confirmation of the final work order.**
4. Vendor (s) should submit tender as per specifications.
5. The vendor should **mention price validity days.**
6. Selected vendor (s) must ensure the transportation of goods to the **YPSA-YHCRCCAC Project Office, Teknaf** in Cox's Bazar district.
7. Vendor's given rate should be considered along with VAT & Tax (**As per Update Govt. rules**), transportation and other relevant costs.
8. 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 quantity and correct bills delivery notes signed duly submitted by the vendor.
9. YPSA will not be liable for any damage and accident during carrying of goods/items to the location of supply mentioned above.
10. 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.
11. The vendors should send all legal documents like Valid Trade License, TIN certificate, Tax return submission proof (PSR), BIN Certificate, NID/Smart Card copy and updated Bank Solvency Certificate with bank details/ Bank account statement (Last 3 months, July-2025 to September). Relevant Work order and is required along with above mentioned documents.  
Instruction to attached documents sequentially as follows:
  1. Forwarding Letter
  2. Price quotation/Bid Proposal
  3. Company Profile (as per attached Annexure -1)
  4. NID card Copy
  5. Legal Documents (Trade license, Tax papers, VAT, etc.
  6. Bank Statement and solvency
  7. Relevant experience documents last 2 years (PO/Agreement)
  8. Any other additional documents
12. 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.
13. 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.
14. 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.
15. 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 ~~bid~~ partly or full amount of the final bill.
16. YPSA is not bound to issue work Order to the lowest bidder.



17. 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

