

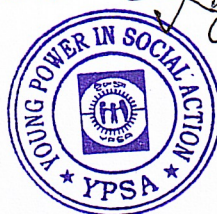


Ref: YPSA/HO/2626/2025  
Issued Date: 02/11/25  
Revised Date: 02/11/25

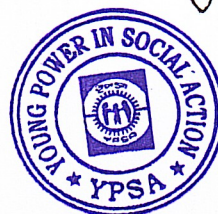
**Subject: Invitation for Tender (with revised specification)**

Young Power in Social Action (YPSA) <[www.ypsa.org](http://www.ypsa.org)> is an organization for sustainable development implementing the project "SHIKHA" Funded by European Union (EU) and supported by BRAC. The SHIKHA project is working to foster safer environments across workplaces, educational institutions, public spaces, and digital platforms. The initiative will advocate for legislative reforms, enhance enforcement mechanisms, and raise awareness to challenge harmful social norms and gender stereotypes. You are requested to submit Tender proposal to supply IEC Materials for the project under the following descriptions (Revised) and conditions;

| SL No. | Particulars with Specifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Unit measured | No of Unit required | Unit Price (Taka) | Total Price (Taka) | Remarks |
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| 1      | <b><u>Eco Festoon</u></b> <ul style="list-style-type: none"><li>• <b>Material:</b> 120 GSM Eco-Fabric</li><li>• <b>Size:</b> 22" x 28"</li><li>• <b>Binding:</b> Pipe, Cap, Fiber String (Top &amp; Bottom)</li><li>• <b>Material Composition:</b> A blend of:<ul style="list-style-type: none"><li>○ Post-Consumer/Post-Industrial Recycled</li><li>○ Organic By-products (agricultural waste)</li><li>○ Biodegradable Wood Pulp from managed sources.</li></ul></li><li>• <b>Fiber Content:</b> High-quality, durable cellulose fibers.</li><li>• <b>Size &amp; Packaging:</b> 28" x 22". Supplied in sets of 15 sheets.</li></ul> | Pcs           | 250                 |                   |                    |         |
| 2      | <b><u>MDF Board, Pen Holder, UV print (as per specification below)</u></b><br><b>1.0 Product Overview</b><br>This specification outlines the requirements for manufacturing custom MDF (Medium-Density Fiberboard)                                                                                                                                                                                                                                                                                                                                                                                                                   | Pcs           | 500                 |                   |                    |         |

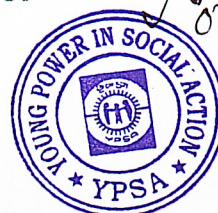


| SL No. | Particulars with Specifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Unit measured | No of Unit required | Unit Price (Taka) | Total Price (Taka) | Remarks |
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|        | <p>products finished with high-resolution UV printing. The products are designed for high-end signage, educational materials, and craft items, combining a durable substrate with a vibrant, long-lasting print finish.</p> <p><b>2.0 Material Specification: MDF</b></p> <p><b>Substrate Material:</b> Medium-Density Fiberboard (MDF)</p> <p><b>Standard Size:</b> 8.5" (L) x 3.5" (W) x 4" (H)</p> <p><b>Composition:</b> A composite panel made from recycled wood fibers, blended with synthetic resin and wax.</p> <p><b>Thickness:</b> 1/4" (6mm) to 3/8" (9mm), ensuring a rigid and sturdy final product. <b>Manufacturing Process:</b> Wood fibers are pressed under heat and pressure to form a dense, smooth, and uniform panel, ideal for high-quality printing.</p> <p><b>3.0 Printing Specification: UV</b></p> <p><b>Technology Process:</b> UV printing technology is required. Inks are cured instantly upon application using UV light.</p> <p><b>Key Advantages:</b></p> <p><b>Durability:</b> Scratch-resistant, fade-resistant, and suitable for long-term use. <b>Quality:</b> High-resolution and vibrant prints directly onto the MDF surface. <b>Efficiency:</b> No transfer films required; ink is applied and cured directly. <b>Eco-Friendly:</b> A green printing option with low VOC emissions.</p> <p><b>4.0 Environmental &amp; Health Considerations</b></p> <p><b>Material Sourcing:</b> The MDF must</p> |               |                     |                   |                    |         |



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| SL No. | Particulars with Specifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Unit measured | No of Unit required | Unit Price (Taka) | Total Price (Taka) | Remarks |
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|        | <p>utilize recycled wood waste (chips, sawdust), making efficient use of forestry by-products.</p> <p><b>Low-VOC Requirement:</b> To ensure safety and minimize environmental impact, the MDF board used <b>must be Low-VOC or NAF (No Added Formaldehyde)</b>. Panels using urea-formaldehyde resins are not acceptable.</p> <p><b>5.0 Complementary Product: Custom Printed Pen: Product must have Off-White Elegant Gel Pen. Tip Size: 0.5mm</b></p> <p><b>Customization:</b> Logo to be applied using UV printing technology on both sides of the pen.</p> <p><b>Submission Requirement:</b> Bidders must provide samples of both the UV-printed MDF and the printed pen for approval against the specified quality standards.</p> <ul style="list-style-type: none"> <li>• <b>Product:</b> Off-White Elegant Gel Pen.</li> <li>• <b>Tip Size:</b> 0.5mm</li> <li>• <b>Customization:</b> Logo to be applied using UV printing technology on both sides of the pen.</li> </ul> <p><b>Submission Requirement:</b> Bidders must provide samples of both the UV-printed MDF and the printed pen for approval against the specified quality standards.</p> |               |                     |                   |                    |         |
| 3      | <p><b><u>China MDF Board Pen box, UV Print, Pen</u></b></p> <p><b>1. Product Overview</b></p> <p>This specification outlines a custom MDF (Medium-Density Fiberboard) pen box, finished with high-resolution UV printing, accompanied by a matching branded pen. The product set is designed for</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Pcs           | 1000                |                   |                    |         |



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| SL No. | Particulars with Specifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Unit measured | No of Unit required | Unit Price (Taka) | Total Price (Taka) | Remarks |
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|        | <p>durability, a premium appearance, and minimal environmental impact.</p> <p><b>2. MDF Pen Box Specifications</b></p> <ul style="list-style-type: none"> <li>• <b>Material:</b> Medium-Density Fiberboard (MDF).</li> <li>• <b>Composition:</b> Recycled wood fibers, wax, and a resin binder.</li> <li>• <b>Box Dimensions &amp; logo print:</b> 6" (Length) x 1.5" (Width) x 1" (Height).<br/>Logo must print middle of the white art card paper cover box.</li> <li>• <b>Panel Thickness:</b> 1/4" (6mm) to 3/8" (9mm).</li> <li>• <b>Key Property:</b> A perfectly smooth, uniform surface, ideal for high-quality printing.</li> </ul> <p><b>3. Printing Process: UV Technology</b></p> <ul style="list-style-type: none"> <li>• <b>Method:</b> UV printing, where inks are cured instantly directly onto the MDF surface using UV light.</li> <li>• <b>Advantages:</b> <ul style="list-style-type: none"> <li>○ High-resolution, vibrant, and durable prints.</li> <li>○ Scratch-resistant and fade-resistant finish.</li> <li>○ Eco-friendly process with low VOC emissions.</li> <li>○ No transfer films required; ink is applied directly.</li> </ul> </li> </ul> <p><b>4. Environmental &amp; Health Considerations</b></p> <ul style="list-style-type: none"> <li>• <b>Recycled Content:</b> MDF is made primarily from recycled wood waste (chips, sawdust).</li> <li>• <b>Health Standard:</b> It is mandatory to use <b>Low-VOC or NAF (No Added Formaldehyde)</b> MDF boards to ensure safer binders and minimize off-gassing.</li> </ul> <p><b>5. Complimentary Product: Branded Pen</b></p> <ul style="list-style-type: none"> <li>• <b>Description:</b> Off-White color, elegant gel pen.</li> <li>• <b>Tip Size:</b> 0.5mm.</li> </ul> |               |                     |                   |                    |         |

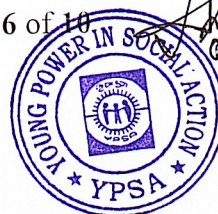


| SL No. | Particulars with Specifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Unit measured | No of Unit required | Unit Price (Taka) | Total Price (Taka) | Remarks |
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|        | <ul style="list-style-type: none"> <li><b>Customization:</b> Logo applied via UV printing on both sides.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |               |                     |                   |                    |         |
| 4      | <p><b>Jute Fabric Bag, Printing</b></p> <p><b>1. Material Overview</b><br/>A robust, eco-friendly textile blending the softness of cotton with the superior strength and sustainability of jute. Ideal for durable, functional products with a natural, artisanal aesthetic. The material is fully biodegradable.</p> <p><b>2. Key Characteristics &amp; Benefits</b></p> <ul style="list-style-type: none"> <li><b>Strength &amp; Durability:</b> High tensile strength, resistant to wear and tear.</li> <li><b>Breathable &amp; Absorbent:</b> Highly permeable and quick-drying.</li> <li><b>Natural &amp; Biodegradable:</b> Made from plant-based fibers.</li> <li><b>Rustic Aesthetic:</b> Natural, slightly coarse, and textured appearance.</li> <li><b>Note on Moisture:</b> Untreated fabric is absorbent. For outdoor/waterproof use, a coated or treated version must be specified.</li> </ul> <p><b>3. Technical Specifications</b></p> <ul style="list-style-type: none"> <li><b>Fabric Weight:</b> 420 g/sqm (Multipurpose weight for bags, saddlery, durable upholstery).</li> <li><b>Print Specification:</b> Waterproof 4-color mesh screen print, applied to both sides.</li> <li><b>Print Area Dimensions:</b> 12" x 10".</li> </ul> <p><b>Final Product Size (Bag):</b> W-16" Folding-3" H-12" to be supplied with a belt. With two (2) separate pockets.</p> | Pcs           | 500                 |                   |                    |         |
| 5      | <p><b>Brochure</b></p> <p><b>Premium 300 GSM Art Card Brochure.</b> A high-quality brochure crafted from 300 GSM premium art card, designed for prestigious marketing materials. It combines luxury finishes with durable protection for a professional and long-lasting product.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Pcs           | 2700                |                   |                    |         |

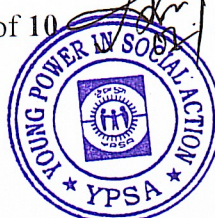


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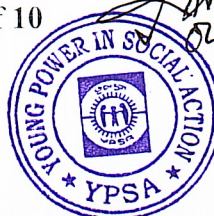
| SL No. | Particulars with Specifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Unit measured | No of Unit required | Unit Price (Taka) | Total Price (Taka) | Remarks |
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|        | <b>Key Specifications:</b><br><b>Material:</b> 300 GSM Premium Art Card.<br><b>Printing:</b> 4-Color CMYK Offset back to back print. (Both side)<br><b>Ink:</b> Alkali-Resistant Ink for color longevity and fade resistance.<br><b>Brochure Size:</b> 8.5" × 11" with 3 Folding.<br><b>Lamination:</b> Matt Lamination on both sides (scratch, water-resistant, non-reflective).<br><b>Special Effect:</b> UV matt lamination print (high-quality film for glossy/raised highlights).<br><b>Benefits: Durable &amp; Premium:</b> High-impact material with a professional feel.<br><b>Long-Lasting:</b> Protected against wear, moisture, and fading.<br><b>Ready-to-Use:</b> Precision folding ensures consistency and reduces manual effort.  |               |                     |                   |                    |         |
| 6      | <b>Dairy &amp; Print</b><br><b>Premium Spiral-Bound Dairy Cover.</b> A high-quality dairy cover made from premium 300 GSM Finley art card, featuring luxury printing and protective finishes for a professional and durable product.<br><b>Key Specifications:</b><br><b>Material:</b> 300 GSM Finley art card (Premium Quality) Size: 8.5" × 5.4".<br><b>Cover Printing:</b> 4 color CMYK Printing (Back to back Full-color on both sides)<br><b>Ink:</b> Alkali-Resistant Ink (ensures color longevity)<br><b>Lamination:</b> Back to back both Sides Matt Lamination (scratch/water-resistant, non-reflective) and UV lamination.<br><b>Special Effect:</b> UV Spot Print (glossy/raised highlights for logos/elements)<br><b>Inner Page:</b> | Pcs           | 1000                |                   |                    |         |



| SL No. | Particulars with Specifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Unit measured | No of Unit required | Unit Price (Taka) | Total Price (Taka) | Remarks |
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|        | 80 GSM off white offset paper back to back one color print & round cutting.<br><b>Binding:</b> White Color Spiral<br><b>Key Benefits:</b><br><b>Premium Feel:</b> High-impact material reflecting professionalism<br><b>Enhanced Visual Appeal:</b> UV spot adds luxury accent to key elements<br><b>Long-Lasting:</b> Resistant to wear, moisture, and fading<br><b>Ready-to-Use:</b> Professionally finished and bound for immediate use                                                                                                                                                                                                                                                                                                                                                                                                                                                            |               |                     |                   |                    |         |
| 7      | <b>SHIKHA- Booklet</b><br><b>Premium Multi-Color Booklet.</b><br>A high-quality booklet featuring a durable, laminated cover and premium inner pages, designed for professional use with superior printing and binding.<br><b>Cover Specifications:</b><br>Material: 300 GSM Art Cardboard<br>Printing: 4-Color CMYK (Multi-color)<br>Finish: Matte Lamination + Spot Lamination (for logos/key elements)<br>Size: 7" x 9"<br><b>Inner Pages:</b> Paper: 120 GSM High-Quality Matte Paper.<br>Properties: Aging-resistant, Acid-free, Chlorine-free.<br>Printing: Full 4-Color CMYK (Multi-color) throughout<br>Binding Method: Thermal Binding with Side Gluing<br>Quality: Secure, professional lay-flat capability<br>Key Features: <ul style="list-style-type: none"> <li>Premium multi-color printing on cover and inner pages</li> <li>Durable laminated finish with spot UV accents</li> </ul> | Pcs           | 500                 |                   |                    |         |



| SL No. | Particulars with Specifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Unit measured | No of Unit required | Unit Price (Taka) | Total Price (Taka) | Remarks |
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|        | <ul style="list-style-type: none"> <li>Archival-quality, long-lasting inner paper</li> <li>Professional binding for secure, lay-flat use</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |                     |                   |                    |         |
| 8      | <b>Poster</b><br>Promotional Fabric Posters<br><b>For University:</b><br>There will be 3 designs. Quantity: 250 copies of each design. Total for University: 750 posters.<br><b>For School:</b><br>There will be 3 designs. Quantity: 20 copies of each design. Total for School: 60 posters.<br><b>Production Quality:</b> 170 GSM Art card<br><b>Poster Specifications:</b><br><b>Poster size:</b> 24"*35"<br><b>Binding:</b> The posters must have plastic fiber binding at the top and bottom. Double-sided plastic fiber binding (top and bottom.)<br><b>Printing:</b> One-side four-color offset printing (CMYK) with lamination.<br><b>Ink:</b> Dye-sublimated with UV-resistant properties | Pcs           | 810                 |                   |                    |         |
| 9      | <b>Flash Cards</b><br>Specifications<br>Material: <b>Eco-Paper (Recycled paper)</b><br><b>300 GSM</b> (Recycled/Sustainable Source)<br>Dimensions: 4" (Height) × 6" (Width)<br>Printing: 4-Color CMYK (Multicolor) with lamination                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Pcs           | 1200                |                   |                    |         |
| 10     | <b>Student Handbook</b><br><b>Cover Specifications:</b><br>Material: 300 GSM Art Cardboard, Size: 8"* 5"<br>Printing: 4-Color CMYK (Full-color printing)<br>Finishing<br>Matte Lamination (full cover for protection and premium feel).                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Pcs           | 12500               |                   |                    |         |



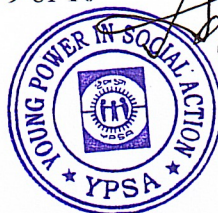
| SL No. | Particulars with Specifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Unit measured | No of Unit required | Unit Price (Taka) | Total Price (Taka) | Remarks |
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|        | <p>Spot Lamination (on logos and key branding elements for contrast and emphasis).</p> <p>Branding: Logo and project name prominently displayed on front/back covers.</p> <p><b>Inner Pages Specifications:</b></p> <p>Paper: 120 GSM High-Quality Matte Paper</p> <p>Properties: Aging-resistant, acid-free, chlorine-free (archival quality).</p> <p>Printing: 4-Color CMYK (Full-color throughout). Page Count: 10-15 pages (including covers).</p> <p>Binding Method: Thermal Binding with Side Gluing.</p> <p>Advantages: Secure, professional, lay-flat capability for easy reading.</p> <p>Content &amp; Branding</p> <p>Front Cover: Logo, project title, and compelling visual.</p> <p>Back Cover: Additional project info, contact details, QR codes (if applicable).</p> <p>Inner Content: Project details, impact stories, high-resolution images, and data visualizations.</p> |               |                     |                   |                    |         |
|        | <b>Total Price (Including VAT, TAX and Transportation)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |               |                     |                   |                    |         |

**Total In Word:**

Therefore, YPSA is inviting for Tender from reputed, experienced suppliers/vendors to supply the above-mentioned printing 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 Bank Statement (**last 3 months**) with sufficient balance/transactions are available, 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. The last date for dropping the Tender on **13/11/2025 by 3:00 p.m.** and on the **16/11/2025 by 3:30 pm** tender box will be opened.
2. 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.
3. **Pe-bid meeting** will be held on **06<sup>th</sup> November, 2025**, at YPSA Head office meeting room by 3.00 pm.



4. All Item Should be delivered to **different working areas (all district) under 6 districts (Chattogram, Dhaka, Gazipur, Narayanganj, Rajshahi, Barishal, Chandpur.** Supply must be completed as per providing guidance/instructions from YPSA project team.
5. Selected vendor will supply goods/items as per mentioned specifications/Approved Sample. There is no negotiation on the quality of product items.
6. Account payee cheque will be given after deduction of Govt. tax and others after successfully compilation the supply of items.
7. YPSA will not be liable for any damage and accident during carrying of goods.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. YPSA is not bound issue work order to the lowest bidder.
14. **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.**

Annexure -1: Company information profile



Procurement Committee  
YPSA