

Serial No: **BYLC/PR/Skills and Employment/Bijoyee/2410-53-58**

Date: 03/11/24

Subject- RFQ for food and venue

Sealed Quotations are now invited from suppliers of the following item under the Terms and Conditions mentioned below on your Letter Head Pad.

Lot		Training Dates	Goods/ Service	Specification	MoU	Qty
01	Manikganj Spoke Office	10 Nov-14Nov	Food	Breakfast, Lunch, and Snacks for 35 participants	Pcs	200
		17 Nov-21 Nov	Food	Breakfast, Lunch, and Snacks for 35 participants	Pcs	200
		24 Nov-28 Nov	Food	Breakfast, Lunch, and Snacks for 35 participants	Pcs	200
02	Bandhutiya putail	10 Nov-14 Nov	Venue	Rent for 5 days	Days	05
			Logistics	Generator and projector	Days	05
			Food	Breakfast, Lunch, and Snacks for 45 participants	Pcs	200
		17 Nov-21 Nov	Venue	Rent for 5 days	Days	05
			Logistics	Generator and projector	Days	05
			Food	Breakfast, Lunch, and Snacks for 45 participants	Pcs	200
03	Ghior Shingair	10 Nov-14 Nov	Venue	Rent for 5 days	Day	05
			Logistics	Generator and projector	Days	05
			Food	Breakfast, Lunch, and Snacks for 45 participants	Pcs	200
		17 Nov-21 Nov	Venue	Rent for 5 days	Day	05
			Logistics	Generator and projector	Days	05

			Food	Breakfast, Lunch, and Snacks for 45 participants	Pcs	200
		24 Nov- 07 Nov	Venue	Rent for 5 days	Day	05
			Logistics	Generator and projector	Days	05
			Food	Breakfast, Lunch, and Snacks for 45 participants	Pcs	200
The food menu is attached						

Terms & Conditions:

Quotations are to be submitted on the date: 06/11/2024 & Time: 02:30 PM

Quotations are to be submitted through mail (etender@bylc.org) or submit sealed quotations at Medona Tower (Level 12), 28 Mohakhali C/A Dhaka 1212, BYLC.

Offer Validity: 30 days from the date of submission.

Evaluation: Evaluation will be done based on individual lot.

Payment: Payment will be transferred to your company bank account directly within 14 days after satisfactory delivery and a notation on the delivery challan by the recipient (with name, designation & date). The supplier must mention his A/C Name, Account No., Bank Name, Branch Name, and e-mail address in the Invoice / Bill through a seal. The supplier must provide Mushok 6.3 along with the bill as per govt. rules.

Partial Payment against partial delivery is allowed.

Alternative Offer: Alternative offers will not be accepted.

Only one organization can participate in the bidding process under the same proprietorship or family. If found more than one organization is under the above condition both organizations will be termed as non-responsive

During the participation in any tendering/enlistment process, if any vendor provides fake documents, they will be banned from business with BYLC for certain years as per BYLC Policy.

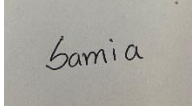
Other Terms & Conditions

BYLC reserves the right to accept or reject any or all quotations/tenders without assigning any reason whatsoever.

Award Notification:

Only the successful bidder will be notified.

Thanking You

A rectangular grey box containing the handwritten name "Samia" in a cursive script.

Samia Sayeti Binte Ali
Executive, Supply Chain Management

Required Food

Service(s)		Specification	Quantity
Day 01	Morning Snacks	02 Pcs Parata, Sobji, Dim Vaji & coffee	1
	Lunch	Chicken Polao (Rost, Egg, Rice, Salad), Jorda/Payesh, & Water	
	Evening Snacks	Fruit Cake & coffee	
Day 02	Morning Snacks	02 Pcs Parata, Sobji, Dim Vaji & Coffee	1
	Lunch	Rice, Rui Fish, Vegetable, Dal, Jorda/Payesh, & Water	
	Evening Snacks	Lexus Biscuit & Coffee	
Day 03	Morning Snacks	Sobji Roll, Apple, Misti & Coffee	1
	Lunch	Chicken Khichuri (Rice, Rost, Egg, Salad), Jorda/Payesh, & Water	
	Evening Snacks	Fruit Cake & Coffee	
Day 04	Morning Snacks	02 Pcs Parata, Sobji, Dim Vaji & Coffee	1
	Lunch	Rice, Rui Fish, Dim Vorta, Dal, Jorda/Payesh, & Water	
	Evening Snacks	Lexus Biscuit & Coffee	
Day 05	Morning Snacks	02 Pcs Parata, Sobji, Dim Vaji & Coffee,	1
	Lunch	Chicken Polao (Rost, Egg, Rice, Salad), Jorda/Payesh, & Water	
	Evening Snacks	Fruit Cake & Coffee	

NOTES:

1. Food must be served in 3-compartment disposable aluminum foil lunch boxes.
2. Tea/coffee, and water must be served in paper Cups.

3. The vendor must provide black waste collection bags for food trash.
4. The vendor must supply packets of bread, dry cakes, muffins, or biscuits.
5. Vendor Must supply tissue 3 times per day.
6. Food must be delivered on time. (10:15 am, 12:45 pm, 3:00 pm)
7. Food quality and taste must be excellent.
8. The daily food quantity may vary and will be communicated by 6 PM the previous day.