

Tender Schedule

Subject: Tender for Hiring Potential vendor/supplier/firm/organization for Renovation Works (Profile Sheet Changing and others works) at 3rd floor, UCEP Head office.

Tender Circulation Date: 11th March 2024

Schedule collecting Date: 11th March 2024 to 27th March 2024 (09:00 to 03:30 PM) from UCEP Head Office.

Last date of Tender submission: 28th March 2024 (within 02:30 PM).

Tender Opening date: 28th March 2024 (03:00 PM).

You are requested to collect schedule from UCEP Head office. Schedule price amount is BDT. 2000.00 (Two Thousand only). A pay order is essential in favor of "UCEP Bangladesh" @ 2.5% of the quoted price as earnest money for the work. (Earnest Money Refundable)

Documents required for tender submission:

Qualified Vendors/Firm/Organizations are requested to submitted below mentioned documents along with the technical and financial proposal separately in 02 (two) sealed envelopes and drop it to our tender box which is kept at the 1st floor, UCEP Bangladesh, Plot no: 2&3, Mirpur-2, Dhaka-1216

Required Documents are as follows:

- Copy of updated Trade License
- Copy of updated VAT Registration/BIN Registration Certificate
- Copy of Updated TIN Certificate and Last tax return submission documents
- Latest Company Profile
- Bank Solvency certificate
- Authorization certificate (if any)
- Quoted Price-BDT
- Quotation must be submitted in the vendor's official letter head pad
- Technical and Financial Proposal must be submitted in separated sealed envelope.
- Relevant working experience certificates and work order
- And others relevant documents as require.

Other terms and conditions:

- Interested Firm/Organizations/Vendors are requested to collect schedule from UCEP Bangladesh, Administration Department, Plot no: 2&3, Mirpur-2, Dhaka-1216
- Financial proposal will be considered only for Technically qualified vendors for next step.
- UCEP Bangladesh authority reserves the rights to cancel all the proposals or accept any proposal without showing any reason.
- Mentionable that no tender will be allowed after 28th March 2024 (02:30 PM).
- **Every page of the submitted tender documents should have the seal and sign of the vendor.**
- **5% of the total bill Amount will be deducted during final payment as security money. This will be refunded after Six (6) months of the completion of work. If there is any fault found in the work, the vendor will responsible to solve it otherwise it will be corrected within the security Money and the remaining amount will be refunded to the vendor.**
- **A Pre-Bid meeting will be held on 21st March 2024 at 11.30 Am at UCEP Head office**
- For any further clarification, please communicate with Mr. Md. Bapparaz, Senior Officer Administration, UCEP Bangladesh, Mobile: 01783733617 and for technical support please communicate with Engr. Nikhil Chandro Majumder (01752782526)

