

## Tender Schedule

**Subject: Tender for purchasing of Food Items for UCEP Sylhet Regional office under SCB Project, Boteshwar, Khadimnagar, Sylhet-3104.**

Tender Circulation Date: 16<sup>nd</sup> November 2022

Schedule collecting Date: 16<sup>nd</sup> November 2022 to 22<sup>th</sup> November 2022 within 03.30PM from UCEP Head Office.

Last date of Tender submission: 23<sup>th</sup> November 2022 (within 02:00 PM).

Tender Opening date: 23<sup>th</sup> November 2022 (At 02:30 PM)

**You are requested to collect schedule from UCEP Head office. Schedule price is BDT. 1000.00. A pay order is essential in favor of "UCEP Bangladesh" @ 2.5% of the total quoted price as earnest money for the work. (Earnest Money Refundable)**

### **Documents required for tender submission:**

Qualified Vendors/manufacturer/Organizations are requested to submit below mentioned documents along with the technical and financial proposal in separated sealed envelope and drop it to our tender box which is kept at the 1<sup>st</sup> 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 \_\_\_\_\_
- Vendor will submit the proposal in official letter head Pad.
- Technical and Financial Proposal must be submitted in the separate sealed envelope.
- Relevant working experience certificates and work order
- And others relevant documents as require

### **Other terms and conditions:**

- Interested Firm/Organizations are requested to collect schedule from UCEP Bangladesh, Administration Department, Plot no: 2&3, Mirpur-2, Dhaka-1216.
- You are requested to submit Sample food Items along with Quotation.
- Financial proposal will be considered only for Technically qualified vendors for next step (as comparison)
- 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 23<sup>th</sup> November 2022 after 02:00 PM.
- **Vendor must be signed in each and every page with seal of submitted tender documents.**
- For any further clarification, please communicate with Mr. Md. Bapparaz, Senior Officer Administration, UCEP Bangladesh, Mobile: 01783733617.