

Tender Schedule

Subject: Tender for Hiring Potential Authorized Distributor/Vendor/Supplier/firm/Organization for supplying Teaching Training Equipment (TTE) to UCEP Bangladesh Rangpur Regional office as per mentioned Location.

Tender Circulation Date: 21st August 2025

Schedule collecting Date: 21st August 2025 to 28th August 2025 within 04.00PM from UCEP Head Office.

Last date of Tender submission: 31st August 2025 (within 03:00 PM).

Tender Opening date: 31st August 2025 (At 03:30 PM) at UCEP head office in front of the available vendors present at that time.

Product Delivery Location: Regional Office, UCEP Rangpur Region, Taluk Dharmadas, Rangpur-5400

Note: Product Specification is attached herewith.

You are requested to collect schedule from Administration Department, UCEP Head office, Plot no: 2&3, Mirpur-2, Dhaka-1216. Schedule price amount is TK 500.00 (Five Hundred). 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 Suppliers/Vendors/Organizations are requested to submit below mentioned documents along with the technical and financial proposal separately in sealed envelope 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 Authorized Vendors/Suppliers/Organizations are requested to collect schedule from UCEP Bangladesh, Administration Department, Plot no: 2&3, Mirpur-2, Dhaka-1216
- Authorization distributor/Importer will get privilege to supply of the product.
- 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 31st August 2025 after 03:00 PM.
- Vendor must be signed in each and every page with seal of submitted tender documents.
- **Security money to be retained from the selected contractors/suppliers @5% from the final bill as per the warranty/Guarantee period which is mentioned by manufacturer/Supplier.**
- For any further clarification, please communicate with Mr. Md. Bapparaz, Deputy Manager, Supply Chain management, Administration, UCEP Bangladesh, Mobile: 01783733617.
- For Technical support, please communicate with **Md. Rafiquel Islam**, Regional Manager UCEP Rangpur Region, Taluk Dharmadas, Rangpur-5400, Mobile: 017 18373822
- Earnest money will be provided in a separate envelop with the Financial Proposal.

