

Tender Schedule

Subject: Tender for Hiring Potential Vendor/Contractor for the Maintenance and Decoration Work for MTB – UCEP Skills Training Institute (MUSTI) Project Building, Mymensingh

Tender Circulation Date: 16th July 2025

Schedule Collecting Date: 16th July 2025 to 24th July 2025 within 04.00 PM from Administration Department of UCEP Head Office.

Last date of Tender Submission: 27th July 2025 (within 03:00 PM).

Prebid Meeting: A Prebid meeting will be held on 23rd July 2025 at 03:00 pm at UCEP Head Office.

Tender Opening date: 27th July 2025 (At 03:30 PM) at UCEP head office in front of the available vendors present at that time.

Project Location: Mymensingh

You are requested to collect the schedule from Administration Department, UCEP Head office, Plot no: 2&3, Mirpur-2, Dhaka-1216. Schedule selling price is TK 1,500.00 (One Thousand Five Taka 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 Construction Firm/ Contractor are requested to submit below mentioned documents along with the technical and financial proposal individually 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 including VAT and Tax as per Government Rules
- 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 and terms and condition as per ToR.

Other terms and conditions:

- Interested Authorized Vendors/Suppliers/Organizations/Firms 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.
- The interested firm should have a minimum of 5 years of relevant experience. Similar nature project completed firm/vendor will get priority/advantage.
- Mentionable that no tender will be allowed after 27th July 2025 after 03:00 PM.
- Vendor must sign in each and every page with seal of submitted tender documents.
- **Security money to be retained from the selected contractors @10% from the final bill for 1 year from the Handover date of the project.**
- For any further clarification, please communicate with Mr. Md. Bapparaz, Senior Officer Administration, UCEP Bangladesh, Mobile: 01783733617.

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- For technical clarification, please communicate with Mr. Nikhil Chandro Mojumder, Deputy Manager, Infrastructure Development: Mobile Number: 01753708300.
- For the site visit, please communicate with Mr. Mamdudur Rahman Khan, Cell: 01711 167888, Plot: 07, Amirabad Housing, Maskanda, Mymensingh- 2200.
- 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). Earnest money will be provided in a separate envelope with the Financial Proposal.
- The vendor must mention the project completion deadline in the proposal.
- The offer must include VAT and Tax as per Govt. rules.

