

## Tender Schedule

**Subject: Tender for Hiring Potential Authorized Distributor/Vendor/Supplier/firm/Organization for supplying TTM (Materials) to MTB UCEP Skills Training Institute (MUSTI) Project at Mymensingh.**

Tender Circulation Date: 23<sup>rd</sup> July 2025

Schedule collecting Date: 23<sup>rd</sup> July 2025 to 3<sup>rd</sup> August 2025 within 04.00 PM from UCEP Head Office.

Last date of Tender submission: 04<sup>th</sup> August 2025 (within 03:00 PM).

Tender Opening date: 04<sup>th</sup> August 2025 (At 03:30 PM) at UCEP head office in front of the available vendors present at that time.

**Product Delivery Location: MTB UCEP Skills Training Institute (MUSTI) Project at Plot #07, Amirabad Housing, Maskanda, Mymensingh.**

**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 1,500.00 (One Thousand 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 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
- 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.
- The bidder must provide a comprehensive product warranty, ensuring free repair, replacement, or maintenance for defects arising from manufacturing faults or substandard materials for a specified period, as stated in the tender documents.

### 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 4<sup>th</sup> August 2025 after 03:00 PM.
- Vendor must be signed in each and every page with seal of submitted tender documents.

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- 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, Senior Officer Administration, UCEP Bangladesh, Mobile: 01783733617.
- For Technical support, please communicate with **Md. Moniruzzaman**, Specialist, TVET & Skills Development, Mobile: 01819-854861

