

Tender Schedule

Subject: Tender for Hiring Potential Authorized Distributor/Vendor/Supplier/firm/Organization for supplying Accounting Software Multiuser mode (40 users) at UCEP Bangladesh.

Tender Circulation Date: 09th February 2026

Schedule collecting Date: 09th February 2026 to 25th February 2026 within 03.30PM of UCEP Head Office.

Last date of Tender submission: 26th February 2026 (within 02:00 PM).

Tender Opening date: 26th February 2026 (At 02:30 PM) at UCEP head office in front of the available vendors present at that time.

Product Delivery Location: UCEP Bangladesh, Plot: 2 & 3, Mirpur-2, Dhaka-1216.

Note: Product Specification ToR 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 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 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 required.

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
- Authorized distributor/Importer will get privilege to supply the product.
- Financial proposal will be considered only for Technically qualified vendors for the 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 26th February 2026 after 02:00 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 Administration, UCEP Bangladesh, Mobile: 01783733617.
- For Technical support, please communicate with **Md Mostafizur Rahman** Acting Manager Finance and Accounts UCEP Bangladesh, Plot: 2 & 3, Mirpur-2, Dhaka-1216, Mobile: +017 12 337624
- Pay order Original copy must be submitted with the Financial proposal.



UCEP Bangladesh

SL	Name of Item	Specification	Qty	UoM	Unit Price	Total price
1	Accounting Software Multiusers mode	For Financial Year 2026-2027	40	Nos		
2	Accounting Software Multiusers mode	For Financial Year 2026-2027	40	Nos		
Sub Total without VAT						
Add VAT as per Govt Rules						
Grand Total Including VAT & AIT as per Govt Rules						

