

## Tender Schedule

**Subject: Tender for Hiring Potential vendor/supplier/firm/organization for the procuring Desktop Computer for UCEP Rajshahi TVET Institute, Rajshahi.**

**Tender Circulation Date:** 8<sup>th</sup> September 2023

**Schedule collecting Date:** 10<sup>th</sup> September 2023 to 17<sup>th</sup> September 2023 within 04.30PM from UCEP Head Office.

**Last date of Tender submission:** 18<sup>th</sup> September 2023 (within 02:00 PM).

**Tender Opening date:** 18<sup>th</sup> September 2023 (At 02:30 PM)

**Materials Delivery Location:** UCEP Rajshahi TVET Institute, Santoshpur, Paba, Rajshahi-6210

You are requested to collect schedule from the Administration department of UCEP Head office. Schedule price amount is BDT. 1000.00 (One Thousand 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 Contractors/Vendors/Organizations are requested to submitted 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 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

### Other terms and conditions:

- Interested Vendor/supplier/Firm/Organizations 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.
- Tender Must be submitted within 2.00PM of 18<sup>th</sup> September 2023. After deadline, no tender will be considered.
- **Vendor must be signed in each and every page with seal of submitted tender documents.**
- 5% security will be deducted from the total bill for 03 years/ warranty period which will be refundable after completion the warranty period.
- An agreement will be made with the winning bidder in BDT 300 no judicial stamp.
- For any further clarification, please communicate with Mr. Md. Bapparaz, Senior Officer Administration, UCEP Bangladesh, Mobile: 01783733617.

