

Tender Schedule

Subject: Tender for Hiring a Potential Authorized Microsoft Partner for providing Microsoft's Email service (Subscription) and 1 Year technical support of Microsoft's products and services for UCEP Bangladesh.

Tender Circulation Date: 19th September 2025

Schedule collecting Date: 21st September 2025 to 29th September 2025 within 04.00PM from UCEP Head Office.

Last date of Tender submission: 30th September 2025 (within 03:00 PM).

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

Product Delivery Location: UCEP Bangladesh.

Note: Product Specification and technical support criteria for 1 year which is mentioned in the ToR.

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 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 **Authorized Microsoft Partner** 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
- An authorization certificate of a Microsoft Partner must be included.
- 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 Microsoft Partner are requested to collect schedule from UCEP Bangladesh, Administration Department, Plot no: 2&3, Mirpur-2, Dhaka-1216
- Only Microsoft Authorized Partners are eligible to attend this tender.
- 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 03.00 PM, on 30th September 2025
- Vendor must be signed in each and every page with seal of submitted tender documents.
- For any further clarification, please communicate with Mr. Md. Bapparaz, Deputy Manager, Supply Chain Management, UCEP Bangladesh, Mobile: 01783733617.
- For Technical support, please communicate with Mohammad Shohal Bhuiyan, Manager, ICT, Phone: (01914-217543)

