

## Tender Schedule

**Subject: Tender for Hiring Individual Consultant/Firm /Organization for New ERP and Payroll Software for UCEP Bangladesh.**

Tender Circulation Date: 23<sup>rd</sup> December 2024

Schedule collecting Date: 23<sup>rd</sup> December 2024 to 07<sup>th</sup> January 2025 within 04.30PM from UCEP Head Office.

Last date of Tender submission: 8<sup>th</sup> January 2025 (within 02:00 PM).

Tender Opening date: 8<sup>th</sup> January 2025 (At 02:30 PM) at UCEP head office in front of the available vendors present at that time.

**Product Delivery Location:** UCEP Bangladesh, Plot no: 2&3, Mirpur-2, Dhaka-1216

**Note:** ToR is attached herewith. A Pre-bid Meeting will be held on 29<sup>th</sup> December 2024, 10.30 AM at UCEP head office, Meeting Room.

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) 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 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 Authorized consultant/firm/Organizations are requested to collect schedule from UCEP Bangladesh, Administration Department, Plot no: 2&3, Mirpur-2, Dhaka-1216
- Relevant Authorized firm/organization will get privilege to do the work.
- 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 accepted after 8<sup>th</sup> January 2025 after 02:00 PM.
- Vendor must be signed in each and every page with seal of submitted tender documents.
- For any further clarification, For ERP software features related clarification: Contact with Md Nazmul Haque Molla, Manager HR&D (01912405206), For Payroll, contact with Md. Anisuzzaman, Manager FA (01684962154)
- **Earnest money will be provided in a separate envelop with the Financial Proposal. Please mention in the technical proposal that you have submitted the pay order with financial proposal.**

