

Tender Schedule

Subject: Tender for Hiring Potential Vendor/Construction firm/Organization for Roof Protective Coating Work at UCEP Gazipur Regional office.

Tender Circulation Date: 29 September 2026

Schedule collecting Date: 29th September 2026 to 11th October 2026 within 03.30PM from UCEP Head Office.

Last date of Tender submission: 12th October 2026 (within 02:00 PM).

Tender Opening date: 12th October 2026 (At 02:30 PM) at UCEP head office in front of the available vendors present at that time.

Product Delivery Location: UCEP Gazipur Regional office, North Salna, Gazipur Sadar, Gazipur-1706.

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 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 contractor/construction firms/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 reception at UCEP head office, 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 Construction 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 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 12th October 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/Construction Firm @10% from the final bill for 12 months after handing over the project**
- For any further clarification, please communicate with Mr. Md. Bapparaz, Deputy Manager-SCM, UCEP Bangladesh, Mobile: 01783733617.
- For Technical support, please communicate with Mr. Md. Humayun Kabir, Regional Manager, UCEP Gazipur Region, Mob: 01708495399
- The contractor Must submit 2.5% earnest money of the total quoted amount through Pay Orders in favor of UCEP Bangladesh.



BOQ

Sl.	Name of the Item	Specification	QTY	UoM	Unit Price		Total Price	
					BDT		BDT	
1	Roof Waterproofing Treatment Work	75 mm average thickness roof treatment using cement-sand mix ratio 1:2; cement conforming to BDS EN-197-1-CE V-I, 52.5N and 100% coarse sand (minimum F.M. 2.5), including surface preparation, mixing, laying, leveling, slope formation, compaction, curing and finishing. Approx. 5,900 SFT.	5,900	SFT				
2	Removal of Damaged Roof Surface	Removal of damaged/unserviceable existing roof finishing materials, chipping, cleaning and debris disposal; 5,900 SFT.	5,900	Nos				
					Sub Total without VAT			
					Add VAT as per Govt Rules			
					Grand Total Including VAT & AIT as per Govt Rules			



UCEP Bangladesh

Term of Reference (TOR) for Contractor Selection to do the Roof Protective Coating Work at UCEP Gazipur TVET Institute Building at Salna, Gazipur

Address: Salna, Gazipur.

1. HIRING PROCESS OF THE CONSTRUCTION FIRM

The evaluation criteria of the construction firm will be in the 02 following stages.

a. Technical Evaluation

b. Financial Evaluation

Technical Evaluation Criteria

Technical Evaluation Committee (TEC) of the UCEP Bangladesh shall strictly evaluate all the contractor's submitted documents for technical evaluation or scoring. Contractors must submit photocopies of all required documents. If any stage, UCEP Bangladesh wants to trace any main documents, then contractor must submit his original copies in any time of the whole tendering process.

1.1 Company Profile (2.5x4=10 Points)

- All Legal documents (Updated BIN, Income Tax Return Copy, etc.)
- Completed project list (including project Address, Start, handover date and duration, value of the project etc)
- Manpower list with details qualifications, and designation
- Equipment list with specifications, purchase date etc.

1.2 Enlistment/Experiences (5X2=10 Points)

- Experiences of any Government and Non- Government Organizations.
- International authorities/bodies

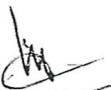
1.3 Completed Similar nature Projects in the Past 5 Years (2X5=10 Points)

- Documents (Work orders, contract, completions certificate) of similar nature works in the past 5 years.
- Completed project should have a minimum value of 10 lakh or above

1.4 Bank Solvency Certificates and Bank Statement (10X1=10 Points)

- Updated Bank Solvency Certificates

Total Technical Score: 10X4=40 Points


Nikhil Chandro Mojumder
Deputy Manager
Infra. Development
UCEP Bangladesh


A.B.M. Rafiqul Islam Khan
Advisor
Infrastructure Department
UCEP Bangladesh

Financial Evaluation Criteria

Only the technically qualified construction firm's/contractor's financial proposal will be considered for financial evaluation. Based on the technical evaluation score and financial proposal, the authority will take the final decision.

The separate Technical Offer (Envelope-1) and the Financial Offer (Envelope-2) of the Tenderer's would be carefully examined by the **UCEP Bangladesh Procurement Committee**. The committee shall compare all responsive Tenders to determine the lowest evaluation.

2. SITE SAFETY ISSUE

UCEP Bangladesh shall not take any responsibilities regarding site safety issues. Contractor will be responsible for site safety issues during his whole work period.

3. PAYMENT CONDITION AND OTHERS

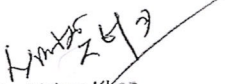
3.1 No advance payment of any nature shall be permitted at any stage of the construction works. Only final bill shall be paid to the contractor after successful completion of the work as per guidance of Authority.

3.2 For doing the whole work, contractors must follow the BoQ specification and directions of engineer in charge.

3.3 The Contractor may use the available water and electricity free of cost; however, all necessary arrangements, equipment, and accessories required for their use shall be arranged at the Contractor's own cost.

3.4 Any other terms and conditions will lay in the work order accordingly.


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