

Tender Schedule

Subject: Tender for Hiring Potential vendor/firm/organization for Event management service to celebrate 50 years of UCEP Bangladesh.

Tender Circulation Date: 19th April 2024

Schedule collecting Date: 21st April 2024 to 30th April 2024 within 04.30PM from UCEP Head Office.

Last date of Tender submission: 2nd May 2024 (within 02:30 PM).

Tender Opening date: 2nd May 2024, 02:45 PM.

You are requested to collect schedule from UCEP Head office. Schedule price amount is Tk 1000.00 (One Thousand 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:

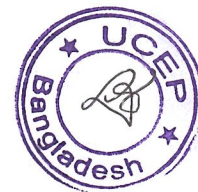
Qualified Vendors/Firm/Organizations are requested to submitted below mentioned documents along with the technical and financial proposal individually in sealed envelope and drop it to our tender box which is kept at the 1st floor, UCEP Bangladesh, Plot no: 2&3, Mirpur-2, Dhaka-1216

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 in BDT
- Quotation must be submitted in the vendor's official letter head pad
- Technical and Financial Proposal must be submitted in separated sealed envelope.
- At least 5 years relevant working experience on event management and needs to provide copy of work order.
- Event management experience in Bangamata Sheikh Fazilatunnesa Mujib Convention Hall or Bangabandhu International Conference Center (BICC) will be added value.
- And others relevant documents as require.

Other terms and conditions:

- Interested Firm/Organizations/Vendors 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.
- Mentionable that no tender will be allowed after 2nd May 2024 after 02:30 PM.
- **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, Senior Officer Administration, UCEP Bangladesh, Mobile: 01783733617.
- For technical support, please communicate with Md Hasib Al Raj, Manager- Communications 01847-313299
- Physical Visit of venue and pre-bid meeting will be held on 25th April 2024 from 12.00 PM to 04:00 pm.
- Vendors are requested to submit a Presentation on event management for the proposed venue along with the technical proposal.



- **Venue Location:** Bangamata Sheikh Fazilatunnesa Mujib Convention Hall, Minto Road, Dhaka, Bangladesh (Opposite of Inter-Continental Hotel)

Attachment :

1. Annexure-1, Bill of Quantities (BoQ)

