

Tender Schedule

Subject: Tender for Hiring Potential Distributor/Vendor/Supplier/firm/Organization for supplying Teaching Training Equipment for Sylhet Regional office.

Tender Circulation Date: 25th May 2025

Schedule collecting Date: 25th May 2025 to 01st June 2025 within 04.00PM from UCEP Head Office.

Last date of Tender submission: 2nd June 2025 (within 02:00 PM).

Tender Opening date: 2nd June 2025 (At 02:30 PM)

Product Delivery Location: UCEP Sylhet Region, Boteswar, Khadimnagar, Sylhet-3104

Note: Product Specification and criteria of Technical Evaluation Process 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 1000.00 (One Thousand Taka only). A pay order is essential in favor of "UCEP Bangladesh" @ 2.5% of the quoted value 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 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-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 Vendors/Suppliers/Organizations are requested to collect schedule from UCEP Bangladesh, Administration Department, Plot no: 2&3, Mirpur-2, Dhaka-1216
- Authorization distributor/Importer will get privilege to supply of the product.
- 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 June 2025 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/suppliers @5% from the final bill as per the warranty/Guarantee period which is mentioned by manufacturer/Supplier.**
- For any further clarification, please communicate with Mr. Md. Bapparaz, Senior Officer Administration, UCEP Bangladesh, Mobile: 01783733617.
- For technical query, please communicate with **Mohammad Kayum Molla**, Regional Manager, UCEP Sylhet Region, Sylhet-3104, Mobile: 01752989257.

