**Tender Schedule**

**Subject: Tender for Hiring Potential vendor/supplier/firm/organization to supply Furniture at** A K Khan UCEP Private Polytechnic Institute (AKKUPPI), Chattogram.

Tender Circulation Date: 7th December 2023

Schedule collecting Date: 7th December 2023 to 13th December 2023 within 04.30PM from UCEP Head Office.

Last date of Tender submission: 14th December2023 (within 02:00 PM).

Tender Opening date: 14th December 2023 (At 02:30 PM)

**Product Delivery Location:** A K Khan UCEP Private Polytechnic Institute (AKKUPPI), WASA Road, Mohora 5 No. Ward, Moulovi Bazar, Chandgaon, Chattogram.

You are requested to collect schedule from Administration Department, UCEP Head office, Plot No: 2&3, Mirpur-2, Dhaka-1216. Schedule price amount is BDT. 1000.00 (One Thousand 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 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 Vendors/Suppliers/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 the vendors those who are Technically qualified.
* 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 14th December 2023 after 02:00 PM.
* Vendor must be signed in each and every page with seal of submitted tender documents.
* 5% security money will be deducted from the total bill for Two month after deliver of the required product.
* For any further clarification, please communicate with Mr. Md. Bapparaz, Senior Officer Administration, UCEP Bangladesh, Mobile: 01783733617.