

Tender Schedule

Subject: Hiring individual consultant/firm to prepare necessary documents with authority approval for proposed 5 storied (G+4F) building of UCEP Hafiz Mazumder Polytechnic institute at Talepara land Sylhet

Tender Circulation Date: 22nd June 2026

Schedule collecting Date: 22nd June 2026 to 02nd July 2026 within 03.30 PM from Administration department of UCEP Head Office, Plot: 2 & 3, Mirpur-2, Dhaka-1216

Last date of Tender submission: 05th July 2026 (within 02:00 PM).

Tender Opening date: 05th July 2026 (At 02:30 PM) at UCEP Head office in front of the available vendors present at that time.

Project Location: UCEP Hafiz Mazumder Polytechnic Institute at Talepara, Pirerbazar, Khadimnagar, Sylhet.

Note: ToR and criteria of Technical Evaluation Process are 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) which is nonrefundable. 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 Construction firm/ Contractor 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 Reception, 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 required as per ToR.

Other terms and conditions:

- Interested Consultant/Organizations/Firms 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 02.00PM on 05th July 2026.
- Individual/Firm must be signed in each and every page with seal of submitted tender documents.
- For any further clarification, please communicate with Mr. Md. Bapparaz, Deputy Manager-Supply Chain Management, UCEP Bangladesh, Mobile: 01783733617.
- For technical clarification, please communicate with Mr. Nikhil Chandro Mojumder Deputy Manager, Infrastructure Development: Number: 01753708300
- For site visit, please communicate with the bellow contact person of UCEP Bangladesh.

Sl	Name of Project	Name of contact person, Designation and Mobile Number
1	UCEP Hafiz Mazumder Polytechnic Institute at Talepara, Pirerazar, Khadimnagar, Sylhet.	Mohammad Kayum Molla, Regional Manager UCEP Sylhet Region, Boteshwar, Khadimnagar, Sylhet-3104 Mobile: 01752989257

- Earnest money will be provided in a separate envelope with the Financial Proposal.



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