

Tender Schedule

**Subject: Tender for Hiring video documentary making individual consultant/ Firm/
Organization for producing a video documentary**

Tender Circulation Date: 28th August 2024

Schedule collecting Date: 28th August 2024 to 11th September 2024 within 04.30 PM from UCEP Administration department of Head Office.

Last date of Tender submission: 12th September 2024 (within 02:00 PM).

Tender Opening date: 12th September 2024 (At 02:30 PM) at UCEP head office in front of the available vendors present at that time.

Service Delivery Location: UCEP Bangladesh, Plot no: 2&3, Mirpur-2, Dhaka-1216

Location for shooting: Dhaka, Sylhet, Chattogram, Rajshahi districts in Bangladesh Location for shooting: Dhaka, Sylhet, Chattogram, Rajshahi districts in Bangladesh

Documents required for tender submission:

Qualified Consulting Firms/Organizations 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)

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:

- Relevant working experienced individual video producing consultant/firms/organization will be given privilege to do the work.
- Interested firms/organization are requested to submit the technical and financial proposal separately.
- Financial proposal will be considered only for Technically qualified proposal 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 proposal will be allowed after 02.00 PM of 12th September 2024.
- 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 any Technical requirement, please communicate with Mr. Hasib Al Raj Manager, Communication (hasib.raj@ucepbd.org, Mobile: 01847313299)
- Please submit the Pay order in a separate envelop with the financial proposal.
- For details, please follow the attached ToR.

