

## Tender Schedule

**Subject: Tender for Hiring Potential Distributor/Vendor/Supplier/firm/Organization for providing financial software QuickBooks for UCEP Bangladesh.**

Tender Circulation Date: 07<sup>th</sup> June 2024

Schedule collecting Date: 09<sup>th</sup> June 2024 to 20<sup>th</sup> June 2024 within 04.30PM from UCEP Head Office.

Last date of Tender submission: 23<sup>rd</sup> June 2024 (within 02:00 PM) at UCEP head office.

Tender Opening date: 23<sup>rd</sup> June 2024 (At 02:30 PM) at UCEP head office.

**Product Delivery Location:** UCEP Head office

**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 price as earnest money for the work. (Earnest Money Refundable)

### **Documents required for tender submission:**

Qualified Suppliers/Vendors/Organizations/Firms 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 1<sup>st</sup> 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/Firms 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 23<sup>rd</sup> June 2024 after 02:00 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. Mostafizur Rahman, Deputy manager-FA. Mobile: 8801712-337624
- Service will be started from 1<sup>st</sup> July 2024.

