

Invited by: **Institute of Informatics and Development**
19/5, Babar Road, Mohammadpur, Dhaka- 1207.

Ref no:

Issued on:

IID - Vendor enlistment

Vendor should stamp and sign on each page

A) Attachment Check List

- I) Application Form - duly filled out, signed and stamped
- II) Copy of Updated Trade License/ Registration Certificate
- III) Copy of TIN Certificate (e-Tin) or Last return submission copy
- IV) Copy of VAT Registration Certificate (optional)
- V) Copy of Certificate of Incorporation (for Limited Company)
- VI) Bank Account information, with a copy of VOID cheque.
- VII) Reputed Client List and Customer reference as per Evaluation Criteria
- VIII) Organization Profile/ CV of the staffs along with required information related to Evaluation

B) Vendor Data Sheet (VDS)

(Please reproduce this VDS in your own letterhead. * Marked information is mandatory. Use separate sheet, if required)

SECTION I: Company Details and General Information	
BASIC INFORMATION	
Name of Business/Individual	
Name of the Owner	
Full Business Address	
Phone Number	
Fax	
E-mail	
Web-site Address	
Contact Name and Title	
Contact E-mail Address	
Type of Business (Corporation/Limited Partnership/Other, please specify)	
Nature of Business (Manufacturer/Consulting Firm/Authorized Agent/Trader/Other)	
Year of Establishment	

Number of Full-time Employee				
REGISTRATION DETAILS				
Business Registration Number				
Registered Authorities				
E-Tin number				
VAT number				
SECTION II: Banking Detail*				
Bank Name				
Address of the Bank				
Account Number				
Routing Code				
* Please attach a void cheque copy with this form.				
SECTION III: TECHNICAL CAPABILITY AND INFORMATION ON GOODS & SERVICES OFFERED (add row if necessary)				
1				
2				
3				
SECTION IV: EXPERIENCE Recent job contract with NGO, INGO, UN or Corporate (add row if necessary)				
Organization	Value	Year	Goods/Services Supplied	PO/Order Attach
SECTION V: DUE DILIGENCE				
Are you related to any of IID's current or Ex-employee				
Detail of Related person (if Yes)				
Acknowledgement of	1. IID's General Terms and Conditions			
	2. IID's Environment Policy			
SECTION VI: CERTIFICATION				
I DO HEREBY CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE & CORRECT TO THE BEST OF MY KNOWLEDGE & UNDERSTANDING. I UNDERSTAND THAT ANY FALSE STATEMENT WILL RESULT IN AUTOMATIC TERMINATION OF MY ENLISTMENT.				
DATE				SIGNATURE
PLACE	Dhaka, Bangladesh			