

# Vendor Enlistment Schedule

Name of Firm:.....

Group Number and Name:.....



**Village Education Resource Center (VERC)**

B-30, Ekhlashuddin Khan Road, Anandapur, Savar, Dhaka-1340



**SCHEDULE**  
For  
**VENDOR ENLISTMENT**

Period: Two Years

Invited by: Village Education Resource Center (VERC)  
B-30, Ekhlash Uddin Khan Road, Anandapur, Savar, Dhaka-1340

Applicant should stamp and signature on each page.

**CONTENTS**

- I. Check list**
- II. Vendor Information Sheet**
- III. Terms & Conditions**

## Check List

Items	(√) or (×)	Remarks (Please attach a copy certificate)
Application/forwarding letter	√	
Trade License Updated	√	
Proprietor or Representative NID copy	√	
Tax Identification No (TIN)	√	
Income Tax Return acknowledgement slip	√	
BIN Registration Certificate	√	
Mushak 6.3 with BIN number	√	
List of Present customer	√	
Copy of purchase/work order	√	
Experience Certificates/Ref (from 3 organization)	√	
Bank Solvency Certificate	√	
Press Declaration Certificate for Printing	√	
Another document, if any (please mention)	√	

## Vendor Information Sheet (VIS)

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

1	Name & Address of the Firm:	Head office	Branch office
2	Cell phone No: *		
	Email ID: *		
	Name of the two Contact persons who will deal business if, selected:		
	Name of the proprietor		
	Phone no:		
3	State name of the Category (as per Enlistment Notice) applied for enlistment		
	Products / Services Provided: Specify the name of goods or service		
4	Present customers: <i>(Detailed list of customers to be provided)</i>		
5	Number of years of experience in Supplying the product of service		
6	Details of purchase orders, work orders received from reputed customers for last six months. <i>Please attach copies of purchase order.</i>		
7	Detail of service facilities and capacities: (Enclose, details)		
8	If the vendor has experience to work with VERC		
9	If the vendor has experience to work with National Organizations.		
10	BIN registration number <i>(Please attach a copy of BIN registration).</i>		

11	Tax identification number ( <i>Please attach a copy update certificate</i> )	
12	Bank Information	Account Name: Account No: Name of Bank: Branch: Account type: Routing number:
13	Any other information which you would like to highlight for consideration of your enlistment.	
14	Bank Statement and Solvency Certificate ( <i>Please attach a copy update certificate</i> )	Last six month
15.	Details of various certifications such as ISO-9001, 15044001 certification etc (copy of all relevant certificate must be enclosed)	
16.	Details of recognition/ awards if any won in the last three years.	

I/ we certify that all the details furnished above and in attached documents are true to the best of my knowledge. If any false/forged papers/documents are found with regard to my firm the enlistment will be cancelled outright. I/we also certify that we were not blacklisted by any NGO/Govt. /Private Organizations during the last 3 years.

We will abide by all existing rules and regulation of VERC and amendment/ changes on the same time to time.

Our firm is not involved/supporting any terrorist activity.

Seal & date:

Signature

### Terms and Conditions

*The interested vendors shall comply with the following terms and conditions:*

1	Completed Vendor Information Sheet with a cover letter should be submitted addressing to the undersigned.
2	Enlistment period is initially for two years. Vendors, who will be selected through enlistment process, will be evaluated periodically. VERC management reserves the right to cancel the enlistment of any weak/poor performing vendor.
3	Vendor Information Sheet (VIS) and all relevant documents/certificate and should be stamped and signed on each page by authorized person of the vendor and to be dropped into the reception desk of VERC Head Office, B-30, Ekhlash Uddin Khan Road, Anandapur, Savar, Dhaka before 12:15 pm on 26 December 2023. No electronic submission will be accepted. Please write clearly the Category for enlistment on the envelope.
4	VERC may require physical verification of place of business and authentication of provided documents/certificates etc.
5	Enlistment of vendors will be done by an evaluation committee.
6	Enlistment will make vendors eligible to receive request for quotation or proposal in the respective category.
7	Selected vendors will be informed and subsequently an orientation session will be organized.
8	Selected Vendor will Deposit enlistment fee in cash Tk-500/- (non-refundable) in VERC's Finance section.
9	The firm (s) should have mobile or land phone and e-mail connectivity. Active mobile is mandatory.
10	Enlisted firm(s)/supplier(s) must follow the legal laws, labor laws and child labor laws of the country.
11	All Vendors are to strictly follow VERC's Child Safeguarding, Gender & PSEA Policies & do not engage child labor in Business firm.
12	Any wrong declaration, misconduct, and involvement in fraud/corruption will result in cancellation of enlistment.
13	The selected vendors will be bound to submit every financial year their updated legal documents (Trade license, Tin certificate and income tax return acknowledgement copy.
14	If any vendor disagrees to delivery products/services as per work order the authority reserves the rights to cancellation of enlistment and as a result may be blacklisted.
15	The authority reserve the rights to the extension of the enlistment process.

I/ we have read and understand the above terms and condition and agree to abide by them. Violation of any terms and condition might result in cancellation of enlistment.

Name of vendor/business: .....

Address: .....

Name and signature of authorized person: .....

Md. Yakub Hossain  
Executive Director  
VERC