**NOTICE FOR VENDOR ENLISTMENT**

Muslim Hands International Bangladesh is registered with the NGO Affairs Bureau (NGOAB) and working in different sectors i.e. education, WASH, health, livelihood, protection, poverty alleviation and disaster relief program since 1995. Muslim Hands International Bangladesh invites applications from potential product and service providing companies and vendors to get enlisted for next one year with necessary forms, documents and papers. It will be highly appreciated if the documents along with the form are submitted in a sealed enveloped in the designated drop-box.

Please send your complete Express of Interest (EOI) for Vendor Enlistment on or before 25 January 2024 with Hard Copy to: House-6/11 (1st Floor), Block-E, Lalmatia, Dhaka, Bangladesh in a sealed envelope.

# **Requirements**

|  |  |  |
| --- | --- | --- |
| Sl. | Category | Description |
|  | Consulting Firm | Taxation, Human Resource, Management Consulting Firm, Actuarial Firm, PF (Provident Fund) and  GF (Gratuity Fund) Consultant |
|  | Computer and IT Accessories | IT Equipment, IT Accessories, Networking Service/ Maintenance, Printing Equipment, Smart Devices, Surveillance and Security System, Software & IT  enabled Services (ITES) |
|  | Digital Marketing | Web Designer, Graphic Designer, Digital Marketing |
|  | Transportation | Transport and Vehicle Rental Company |
|  | Stationery and Office Supplies | Office Stationery and Promotional Items |
|  | Printing & Publication | Printing (Digital & Screen), Branding, Publication, Editorial Service, Advertisement |
|  | Medicine Supply | Required Medicine supply for projects |

**Contents**

[**Vendor Information Sheet** 4](#_Toc155180409)

[**Check List** 6](#_Toc155180410)

[**Terms and Conditions** 7](#_Toc155180411)

# **Vendor Information Sheet**

Please reproduce this VIS in your own letterhead. Use separate sheet, if required)

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address of the Firm | Head office | | Branch office |
| Cell phone No: |  | |  |
| Email ID: |  | |  |
| Name of the two Contact persons who will deal business if, selected: |  | |  |
| Name of the proprietor  Phone and Email Address( Please attach business card) |  | | |
| State name of the Category (as per Enlistment Notice) applied for enlistment |  | | |
| Products / Services  Provided: Specify the name of goods or  service |  | | |
| Present customers:  (Detailed list of customers to be provided) |  | | |
| Number of years of experience in Supplying the product/ service |  | | |
| Details of purchase orders, work orders received from reputed customers for last six months.  Please attach copies of purchase order. |  | | |
| Detail of service facilities and capacities: (Enclose, details) |  | | |
| If the vendor has prior experience of working, please specify. |  | | |
| If the vendor has experience to work with INGO, Please mention |  | | |
| BIN registration number  (Please attach a copy of BIN registration) |  | | |
| Tax identification number (  Please attach a copy update certificate) |  | | |
| Bank Information | Account Name: |  | |
| Account No: |  | |
| Name of Bank: |  | |
| Branch: |  | |
| Account type: |  | |
| Routing number: |  | |
| Bank Statement and Solvency Certificate of last 6 months:  (Please attach a copy update certificate) |  | | |
| Details of various certifications such as ISO-9001, 15044001 certifications etc. (copy of all relevant certificate must be  enclosed) |  | | |
| Details of recognition/ awards if any won. |  | | |
| Considerable information which may highlight for consideration of enlistment. |  | | |

# **Check List**

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

# **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 one years. Vendors, who will be selected through enlistment process, will be evaluated periodically. MHI management reserves the right to cancel the enlistment of any weak/poor performing vendor.
3. All relevant documents/certificate and should be stamped and signed on each page by authorized person of the vendor and to be dropped in the Country Office of MHI. Please write clearly the Category for enlistment on the envelope. Electronic submission will not be accepted.
4. MHI may require physical verification of place of business and authentication of provided documents/certificates etc.
5. Enlistment of vendors will be done by the authority of the MHI.
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.
8. The firm (s) should have mobile or land phone and e-mail connectivity. Active mobile is mandatory.
9. Enlisted firm(s)/supplier(s) must follow the legal laws, labor laws and child labor laws of the country.
10. All Vendors are to strictly follow MHI’s Child Safeguarding, Gender & PSEA Policies & do not engage child labor in Business firm.
11. Any wrong declaration, misconduct, and involvement in fraud/corruption will result in cancellation of enlistment.
12. 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.)
13. 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.
14. The authority reserves the rights to the extension/cancelation 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: ......................................................................................