

VENDOR/ SUBCONTRACTOR ENLISTMENT FORM

No.:	Date of Effective: _____ Date of Receive :-----
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01. Name of Vendor/ Contractor/ Subcontractor:

2. Address:

a) Factory:

b) Office :

03. a) Telephone:

b) Fax:

c) Email:

d) Mobile No.:

4. Nature of Business: Manufacturer/ Distributor/ Dealer/ Agent

05. a) Person(s) to be contacted for business dealing:

Name	Designation	Telephone /Mobile No.

06. Submit the copy of trade license:

07. Details of Directors:

08. Bank Name, Account Number and Account holder name (together with option to electrical payment via cheque / bank transfer):

9. Please mention VAT registration Number and submit the copy of VAT registration certificate.

10. Submit the certificate of TIN number of your company:

11. Is your product tested by any agency/ or attained ISO certification? If so, give details.

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12. If you are an agent, give particulars of agencies with true copy of authorization:

13. Please provide the financial details and submit the copy of recent audited accounts:

14. Short brief about your product/service warranty:

15. For new applicant, a pay order of Tk. 5000/- (Five thousand) must be enclosed with application form in favor of Daffodil International University which is non-refundable.

16. Enclosed a list of name and address of 10 customers of your company.

Sl.	Description of Goods	Customer Name & Address	Quantity	Price

I certify that the information supplied herein is correct to the best of my knowledge:

Signature _____
Authorized Signatory/ Director

Name:

Designation:

Date:

Approved by:

Registrar
Daffodil International University

Checked by: Md. Milan Khan
Librarian, DIU