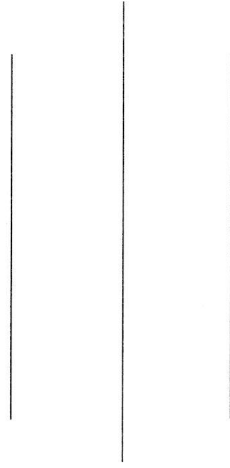


Application for Enlistment

For

July 2026 to June 2028



Caritas Development Institute (CDI)
(A trust of Caritas Bangladesh)
2, Outer Circular Road, Shantibagh
Dhaka-1217

Caritas Development Institute (CDI)

**2, Outer Circular Road, Shantibagh
Dhaka-1217**

Application for Enlistment (for July 2026 to June 2028)

Application of Enlistment as Vendors/Manufacturers/Producers/Suppliers/Travel Agents /Advertising Firms/Rent-a-Car/Consultancy Firms/Personnel/Printing Press and Designing House etc. under general terms and conditions set forth herein below will be received by the Administration of **Caritas Development Institute up to May 5, 2026 between 10:00 am to 3:30 pm on all working days.**

General terms and conditions

1. Application should be submitted in **FULL SET OF FORMS (Annex: A and Annex: B)** including these general terms and conditions of the schedule prescribed by the Caritas Development Institute and submit the hard copy application **on or before May 5, 2026 (between 10:00 am to 03:30 p.m.) on working days.**
2. Applicants must put signatures, write full name, name of the firm, and address in the spaces provided for both on the copy of the general terms and conditions; and Annexure - A in the schedule. **Incomplete and incorrect application will not be considered.** Applicants are required to **clearly mention the relevant group/category for which they are applying on the top of the envelope and ensure that it is duly addressed to Caritas Development Institute.**
3. A pay order from any schedule bank for Tk.1,000.00 (taka one thousand) as non-refundable enlistment fee **in favor of the Caritas Development Institute** must be enclosed with the application for each group.
4. If the party on contract fails to supply any/or all items within the stipulated date mentioned on the Purchase Order, then Caritas Development Institute will purchase the material/service from the Vendors/Manufacturers/Producers/Suppliers/Travel Agents/Advertising Firms/Rent-a-Car/Consultancy Firms/Personnel/Printing Press and Designing House etc. (e.g. 2nd lowest) canceling the earliest Purchases Order/Agreement and recover the differential expenditure from the earlier vendor. Caritas Development Institute may also forfeit the security deposit of such failed Vendors/Manufacturers/Producers/Suppliers/Travel Agents/Advertising Firms/ Rent-a-Car/ Consultancy Firms/Printing Press and Designing House etc.
5. All procurement/service will be done through Caritas Development Institute purchase/work order/agreement following the Procurement Guideline of the Caritas Development Institute. Materials and service ordered through purchase order should be supplied within the mentioned date and instruction(s) described in the purchase order free of charge to the Caritas Development Institute unless otherwise specified in the purchase order.



6. **No firm will be enlisted for more than one (1) group.** Tender Committee may, however, allow such enlistment for more than one group of items provided there should be evidence (through pre-capability survey) that the Vendors/Manufacturers/Producers/Suppliers/Travel Agents/Advertising Firms/Rent-A-Car/Consultancy Firms/Personnel/Printing Press and Designing House etc. are capable of handling more than one group of items at a time.
7. Enlistment is limited to those firms who have an established business in particular group(s) of supplies and materials and **have office/showroom/shop in Dhaka city (Exception is applicable for section I: Online Subscription and Services). The firm(s) will be physically inspected before enlistment.**
8. The firm(s) who do/does not have an active email address and telephone or cell phone in their office premises need not apply. Firm(s) having land phone and Fax might be given preference.
9. Enlisted firm(s)/supplier(s)/agents should collect the Tender Schedule/Purchase Order/RFP/SOW themselves physically/from the shared web link of Caritas Development Institute.
10. If any firm quotes unreasonable/incompatible prices or does not participate in **3 consecutive tenders** Caritas Development Institute reserves the right to cancel the enlistment of the firm without notice or assigning any reason thereof.
11. Caritas Development Institute may deduct 5% of the ordered value or Tk.1,000.00 (one thousand) whichever is higher from the bill or as decided by the Organization when the vendor does not supply the goods/services within the time stipulated in the Purchase Order.
12. Materials/Services brought for delivery shall be examined, weighted, counted and measured as deemed necessary by the persons authorized by the Caritas Development Institute. Any item found below the standards specified/set by this Organization or inferior than the sample provided with the price quotation shall be rejected and the rejected materials should be taken back by the Vendors/Manufacturers/Producers/Suppliers/Travel Agents/ Advertising Firms/Rent-a-Car/Consultancy Firms/Personnel/Printing Press and Designing House etc. without delay at his own cost. Repetition of attempt to supply sub-standard materials might lead to cancellation of the enlistment.
13. Three copies of the original (not photocopy) challan/bill should be submitted to the receiving officer at the time of delivery of goods stating the purchase/work order number and date. The receiving officer will sign challan/invoice/bill and return one copy to the party.
14. Bills in duplicate for supplies supported by the recipient delivery challan should be submitted to the Administration for payment. Payment will be made after due checking of the bill through an account payee cheque. **Under no circumstances will Caritas Development Institute entertain any request for payment of the bill in cash.** Wherever applicable, Tax/VAT as prescribed by concerned authorities will be deducted from the bill(s) at source.



15. Caritas Development Institute reserves the right to accept or reject any or all applications for the enlistment without assigning any reason thereof. **The enlistment may be extended for another period of one year i.e., up to June 30, 2029**, if so needed and accepted/agreed by the Vendors/Manufacturers/Producers/Suppliers/Travel Agents/Advertising Firms/Rent-a-Car/ Consultancy Firms/Printing Press and Designing House etc.
16. Neither party should be responsible for failure to fulfill its obligations due to causes beyond its reasonable control, including without limitation, acts or omission of government or military authority, acts of God, fires, floods, labor disturbance, riots wars, terrorist acts, or any other causes, directly or indirectly beyond the reasonable control of the non-performing party, so long as such party is using its best efforts to remedy such failure or delays.
17. Regardless of causes, Tenders submitted late (i.e., after the dropping deadline) would not be opened and may be returned to the vendor at the expense of the vendor or destroyed if required.
18. Vendors should promptly notify the Caritas Development Institute of any ambiguity, inconsistency, or error which they may discover upon examination of a tender document.
19. Unless otherwise stated, all prices and payments must be made in BDT.
20. The decisions of the management of Caritas Development Institute will be final in case of any dispute between the Vendors/Manufacturers/Producers/Suppliers/Travel Agents/ Advertising Firms/Rent-a-Car/ Consultancy Firms/Personnel/Printing Press and Designing House etc. and the Organization regarding the enlistment/contract.

We do hereby accept the above terms and conditions.

Applicant's Signature :

Applicant's Name :

(In block letter)

Name and address of the firm :

(In block letter)

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Date :

Telephone No. :

Cell Phone No. :

Fax No. :

E-mail :



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Particulars of Vendor Enlisted:

1. Name of the firm :
2. Name of the proprietor (s) :
3. Address :
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4. Telephone number (Land phone) :
5. Mobile phone number(s) :
6. E-mail address :
7. Fax number :
8. Name and designation of the person(s) :
who will deal with CDI
9. Mobile phone number of the person :
10. Any relative of the applicant serving :
in Caritas? If so, his/her name and designation
11. Address of the Office/Showroom/
Shop :
12. Name of the group :
(in order of Preference as Annex B)

Pay order No.

Signature:

Amount:

Date:

Date:

Bank Name:

Seal of firm:



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All the above information should be authenticated by submitting relevant documents:

1. Copy of starting Trade License
2. Copy of updated Trade License
3. Copy of National ID of Proprietor
4. Copy of National ID of Contact Person
5. Copy of TIN Certificate
6. Copy of current Income Tax clearance/paid Certificate
7. Copy of VAT Registration (BIN)
8. Certificate of incorporation including Memorandum of Associations and Article of Association (Applicable in case of Companies),
9. Current Bank Solvency Certificate
10. Bank information (i.e., Name of Bank, Branch, A/C No., A/C Name, Routing No.)
11. Copy of relevant Performance Certificate (*Reviews/Delivery proof for item D*).
12. Copy of at least three purchase orders/work orders for each year of experience
13. Copy of valid ATAB membership (applicable for travel agent)
14. Undertakings on his official letterhead, stating that the intending supplier has not been block-listed/issued show cause notice/taken disciplinary action(s) by any entity in Bangladesh.
15. Copy of the Press Declaration (applicable for Printing Press and Designing House)
16. List of Machinery (applicable for Printing Press and Designing House)
17. List of Equipment (applicable for Consultancy Firms: Videography, Short Film, Video Editing)
18. Copy of registration proof (**verified DBID**) in Bangladesh is required (**applicable for item group I: Online Subscription and Services**)
19. Any other certificate/documents in support of enlistment.

Note:

**For item group H, in case of person other than the consulting firm, one has to only submit the documents number 4, 5, 6 and 10. For item group H, both consulting firms and individual consultants must submit a detailed CV/Profile highlighting relevant experience, academic and professional certifications, along with two valid references.*



Group of items for Enlistment

A	Computer/Computer Accessories	Must have relevant shop/Office Setup
B	Advertising Firms (Only for Daily Newspaper Advertisement)	Must have relevant Office Setup
C	Travel Agent (Domestic & International Air ticket, Hotel booking abroad)	Must have office setup
D	Stationery and Office Supplies	Must have relevant shop/Office Setup
E	General Supplier	Must have office setup
F	Rent-a-Car	Must have office setup/Workshop
G	Printing Press and Designing House	Must have office setup, relevant machineries, and own Press
H	Database Management for Household Survey (Data Entry, Data Cleaning and Data Analysis)	Must have own computer/laptop and relevant software
I	Online Subscription and Services (<i>AI tools like SciSpace, Perplexity, Turnitin Instructor, Grammarly, Paperpal, Zoom etc.</i>)	Must have authentic e-commerce website and verified DBID

Signature

Name and address

Dated:


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Theophil Nokrek

Director

Caritas Development Institute (CDI)

2, Outer Circular Road, Shantibagh, Dhaka-1217