National Credit and Commerce Bank PLC.

Common Services Division

5th Floor, 13/1-2, Toyenbee Circular Road, Motijheel C/A, Dhaka - 1000, Bangladesh

RFQ Terms & Conditions and Instructions to the Bidders

SUPPLY, INSTALLATION, IMPLEMENTATION &CONFIGURATION OF STRUCTURED NETWORKS CABLING (LAN WORKS) AT MEGHNA LIFE INSURANCE-KARNAPHULI BIMA BHABAN (NCC BANK HEAD OFFICE EXTENTION) MOTIJHEEL, DHAKA			
Part-A	A	**Reference Number**	NCCBPLC/CSD/Y26/007; April 28, 2026
	B	**Purchase Department's Name & Address**	Common Services Division, National Credit and Commerce Bank PLC, Head Office, NCC Bank Bhaban, 5th Floor, 13/1-2, Toyenbee Circular Road, Motijheel C/A, Dhaka - 1000, Bangladesh
	C	**Name of the Work/Services**	Supply, Installation, Implementation & Configuration of Structured Networks Cabling (LAN Works) At Meghna Life Insurance-Karnaphuli Bima Bhaban (NCC Bank Head Office Extension- 3rd, 4th, 5th & 6th Floor), Motijheel, Dhaka
	D	**Place of Work**	Meghna Life Insurance-Karnaphuli Bima Bhaban (NCC Bank Head Office Extension- 3rd, 4th, 5th & 6th Floor), Motijheel, Dhaka
	E	**Proposal submission place**	Common Services Division, National Credit and Commerce Bank PLC, Head Office, NCC Bank Bhaban, 5th Floor, 13/1-2, Toyenbee Circular Road, Motijheel C/A, Dhaka - 1000, Bangladesh.
	F	**Submission Date and Time**	Date of submission **on or before May 04, 2026 at 2:00PM**. (Except Regular Holidays).
Part-B	1	**Eligibility Criteria**	i. The Vendor must be in the business of providing Structured Network cabling (LAN works) in for at least 5(Five) years- An undertaking to this effect must be submitted on Bidder's company letter head along with proof of Business Setup. ii. Bidder's shall have successful completed Structured Network cabling (LAN works) project (at least 200- 300 nodes in a single project) to reputed banks - Have to submit experience certificate issued by the clients with client's contact details as prescribed in commercial proposal format.
	2	**Written Commercial Offer**	Commercial proposal/offer or Price Quotation must be in written clearly in Company Letterhead Pad, duly signed and sealed with date by the authorized representative of the Company. Quoted Price must be in figure and words. There should not be any cutting / erasing / overwriting in the bid documents.
	3	**Eligible Criterion, Project Time Schedule, Customer Information & Hardware Roadmap**	Bidder will submit eligible criterions, project implementation time schedule, Customers information & Hardware roadmap in both of their technical and commercial offer.
	4	**Inclusive Price/Cost**	Quoted price must be included, Hardware/product price, delivery, installation, integration, implementation etc. cost, VAT, Taxes & all other duties, fees/charges as applicable. VAT & Taxes will be deducted from the bill as per Laws of Bangladesh.
	5	**Payment Terms**	Payment will be made in BDT through Account Transfer in favor of the Supplier/Service Provider upon submission of Bill with complete supporting documents after duly completion of implementation work and accepted by the bank authority. Schedule of Charge shall be applicable for payment through Pay Order.

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	6	**Performance Guarantee (PG)**	Awarded bidder shall have to submitPG/BG equivalent to 10% of this Purchase Order value in favor of National Credit and Commerce Bank PLC as the supplier's warranty/performance obligation form any schedule commercial bank for up to the end of Warranty Period in a prescribed format available with National Credit and Commerce Bank PLC. The Guarantee must be signed by 02 authorized signatories of the Guarantor-Bank who have PA and/ AS numbers. Please note that in this case, we do not receive any PG from our own Bank. If the awarded bidder fails to perform its obligation, PG may be forfeited.
	7	**Rights of NCCBPLC**	National Credit and Commerce Bank PLC (NCCBPLC) reserves the right to accept/ cancel/ reject any or all offer without assigning any reason. NCCBPLC is not obliged to purchase the lowest offer or any offer at all. NCCBPLC reserves the right to share the Bidder's response to this RFQ with its advisors and concern Business Units. NCCBPLC reserves the right to: conduct negotiations with one or more Bidder and/ or accept the Bid without any negotiations.
	8	**Structure of Bid**	1. All the proposals will have to be submitted in hard bound form with all pages numbered. It should also have an index giving page wise information of all documents. Incomplete proposal will summarily be rejected. 2. No bid will be considered unless and until each page of the bid document is duly signed & sealed by the authorized signatory of the bidder. 3. Prices should not be indicated in the Technical Bid. 4. All the columns of the quotation form shall be duly, properly and exhaustively filled in. The rates and units shall not be overwritten. 5. The proposals shall be submitted in two parts, viz., **A. Envelope 1:** - Technical & Functional Proposal super scribed as **"Envelope 1 – Technical Proposal"**, complete with all technical details. In the technical proposal, there should not be any indication about the prices of any of the products offered. Technical Proposal shall be completed with all details as follows: 1. Technical Bid must contain complete & proper response of technical & functional requirements as per Annexure-II of the RFQ document. 2. Solution architecture/approach 2. Customers list of successful live implementation similar solution with contact information 3. Implementation Plan/Project timeline 4. Solution roadmap 5. Manufacture Authorization Form (MAF) 6. Project Team Qualifications and Resumes 7. All the necessary technical specification, compliance data sheet, papers, leaflets, brochure and all other supporting technical documents shall be accompanied with the Technical bid document. 8. Necessary technical & functional training should be provided by the successful vendor with free of cost up to the satisfaction of the Bank.

			B. Envelope-2: Commercial Proposal containing Price Quotation super scribed as **"Envelope 2 – Commercial Proposal".** Bidder shall duly fill up Annexure-III as commercial proposal, print on company letterhead pad, sign, seal & submit as commercial proposal. Commercial Proposal shall contain the following: 1. Financial Bid as per **Pricing Format & along with other information as** mentioned in Annexure-III 2. Sign & seal Annex-V Statement of Compliance (SoC) _ Agreement Terms & Conditions. 3. Duly fill up Supplier Information Form (Annexure-VI) along with supporting documents
	9	**Seal Bid**	All the envelops shall be properly closed/sealed. Bids without seal and sign may not be considered for evaluation. At the top of envelop name of the proposal & subject of the RFQ should be written properly. National Credit and Commerce Bank PLC reserves the right to reject or accept any or all the bids without showing any reasons.
	10	**Clarification/ Demonstration**	NCCBPLC may arrange clarification/demonstration meeting with each bidder. The bidders' experts will attend in such meeting for which no allowance / fee will be provided by NCCBPLC. If the bidder fails to respond to such meeting their bid will be treated as non-responsive.
	11	**Personnel/Expertise**	Bidders shall submit list with description of their expertise personnel/support team along with profile and experience of implementation of similar job/services in their technical proposal.
	12	**Offer Validity**	Offer price should be valid at least 90 days.The offer validity must be mentioned in the offer.
	13	**Implementation Time**	Bidder will mention projectimplementation time in their offer**. This Timeline should beprovided both in Technical Offer & Commercial Offer.**
	14	**Project Experience**	Bibbers shall submit the Client list of implemented Card Personalization Machine project to Financial Institutions, MNCs & other organization with complete reference & contact points. **This Client list should be provided both in Technical Offer & Commercial Offer.**
	15	**Warranty Period**	Warranty period should be at least for 10years from the date of successful go-live.
	16	**Product Life time:**	Product life time will be around 15 (Fifteen) years from the date of final UAT of the product.
	17	**AMC Rate**	In Commercial Offer bidder must quote for comprehensive AMC charge of their offer products/services which shall be applicable after the warranty period. AMC price must include VAT, Taxes & all other associate cost if any.
	18	**Submission of SIF**	Bidder shall duly fill up Supplier Information Form (SIF) and submit along with supporting documents with the **CommercialOffer.**
	19	**Incomplete Bid Document**	The bid will be automatically cancelled if the requisite information, terms & conditions are not provided/fulfilled.
	20	**Manipulation & Action**	Manipulation or any kind of unusual approach or failure to submit the proposal/offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.

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Technical Specifications & Pricing Format of Local Area Networking (LAN) works at Meghna Life Insurance-Karnaphuli Bima Bhaban (NCC Bank Head Office Extension- 3rd , 4th , 5th & 6th Floor), Motijheel, Dhaka.

Part A: Copper part, Fiber part, Network Switch, WiFi Access Point, 3KVA Online UPS & other accessories

1	**Brand**	**To be mentioned by the tenderer.**
2	**Model**	**To be mentioned by the tenderer.**
3	**Country of Origin**	**To be mentioned by the tenderer.**
4	**Country of Manufacturer**	**To be mentioned by the tenderer but must have manufacturer plant at country of origin for this product**
5	**Standards**	**ISO/IEC11801, IEC 61156-5, ANSI/TIA/EIA-568-C.2Class E**

Sl	Component	Brand & Origin	Model	UoM	Technical Description	Qty.
1	UTP Cable Cat-6, 23AWG	To be mentioned by the tenderer.	Please mention	Box's	**Type: Category 6 U/UTP Cable, 4-Pair, Solid Copper** **Key Specification:** Category: Cat 6 (ISO/IEC 11801 & TIA-568-C.2 Compliant) Conductor: 23 AWG Solid Bare Copper Structure: U/UTP (Unshielded Twisted Pair) Jacket Material: LS0H (Low Smoke Zero Halogen) Color: Any Color supports Gigabit Ethernet (1000Base-T) Insulation: HDPE Operating Temperature: –20°C to +60°C Packaging: 305 m Reel or Box Application: Data, Voice, and PoE/PoE+ Network Cabling. **Warranty: 5 Years**	80
2	Patch Panel (Loaded)	To be mentioned by the tenderer.	Please mention	Nos.	24-Port Patch Panel with Modular Jack 24 Pcs	24

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Sl	Component	Brand & Origin	Model	UoM	Technical Description	Qty.
3	Cable Manager	To be mentioned	Please mention	Nos.	1U Cable Manager (Front & Rear Duct)	25
4	Face Plate (1-Port)	Please mention	Please mention	Nos.	Face Plate- Single (Face plate square 1 hole/w shutter)	90
5	Face Plate (2-Port)	Please mention	Please mention	Nos.	Face Plate- Single (Face plate square 2 hole/w shutter)	235
6	Patch Cord-1M	Please mention	Please mention	Nos.	1 Meter Patch Cordn for Rack End	580
7	Patch Cord-2M	Please mention	Please mention	Nos.	2 Meter Patch Cord for User End	350
8	Patch Cord-3M	Please mention	Please mention	Nos.	3 Meter Patch Cord for User End	190
9	Patch Cord-5M	Please mention	Please mention	Nos.	5 Meter Patch Cord for User End	20
10	Cat6 Connector With Boot Cap.	Please mention	Please mention	Nos.	Cat-6 Connector with Boot Cap.	25
11	MK Box	Please mention	Please mention	Nos.	MK Box White Color	325
13	Rack 32U Floor Mount.	Toten/Other renowned Brand (original)	Please mention	Nos.	32U 600*1000 Vented Door Rack with Cooling Fan.	4
14	PDU -10 port 16A C13/C14v	APC,USA	Please mention	Nos.	PDU 10 Port 16A C13/C14 Out Rack Mount. Input Power Cord C19 With Indestrial 3Pin Socket/Plug 4 Meter -1pcs. Output Cable Power Cord C13/C14 2Meter-10 pcs	4
15	Back To Back Power Cable			Nos.	Back To Back 2 Meter Power Cable	24
16	**Fiber Uplink Solution for Single Line.**			Mtr.	**6-Core Fiber Cable** 6-Core Armared multi mode Fiber Cable	350
				Nos.	**Fiber Patch Cord-3M** LC-LC Multimode duplex 3mtr patch cord on 2mm cable	38
				Pair	**SFP Module** 1.25 GB MM DF 850 nm D 550m LC	12

Sl	Component	Brand & Origin	Model	UoM	Technical Description	Qty.
17	**Copper Uplink Cable (F/UTP-CAT6A-23AWG LOSH/LSZH Cable Violet, (10G)**	To be mentioned by tenderer (USA/UK/EU is preferable)	Please Mention	Mtr.	Brand: Please mention Model/Part No: Please mention Origin: USA/EU F/UTP- CAT6A- 23AWG LOSH/LSZH.	150
	CAT6A (10G) Metal Connector. For Uplink Connection.	To be mentioned by tenderer (USA/UK/EU is preferable)	Please mention	Nos.	Brand: Please mention Model/Part No.: Please mention Origin: USA/EU CAT6A Metal Connector (CONNECTOR -CAT6A	2
18	PVC Pipe	Local	N/A	Rft.	1, 3/4 inch PVC Pipe with fitting Accessories.	1000
19	Flexible Pipe	Local	N/A	Rft.	1, 3/4 inch Flexible Pipe with fitting Accessories.	2000
20	PVC Channel	Local	N/A	Rft.	1, 3/4 inch PVC Channel	1000
21	Accessories	N/A	N/A	Lot	Accessories (Cable Tie, Screw, GI wire, Royal Plug, Velcro, Royal Bolt, Masking Tape, Rivet, High quality Nylon fastene, Zi-ai Wire, Spring Wire. etc.) TJ Box.	1
22	Special Cable Tray with Cover	Local	N/A	Nos.	Special cable tray with Cover Size :6" With x 3" Height Color: Silver (Good Quality) & Mounting all Accessories. 8 Feet in a Tray.	4
23	Special Ceiling Tray with Cover	Local	N/A	Rft.	Special Type MS 22 G cable tray with Cover Size :4" With x 3" Height Color: Silver (Good Quality) Mounting all Accessories.	390
24	Special Ceiling Tray with Cover	Local	N/A	Rft.	Special Type MS 22 G cable tray with Cover Size :6" With x4" Height Color: Silver (Good Quality) Mounting all Accessories.	240
25	Online UPS-3 KVA		3 KVA	Nos.	Online UPS-3 KVA with Standard Backup. (minimum 15 minutes Backup), Warranty: 3 years) with Rack-mount kit	4

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Sl	Component	Brand & Origin	Model	UoM	Technical Description	Qty.
26	WiFi Access Point	Cisco	CISCO		Compatible with the existing Cisco Controller model "CISCO **Catalyst 9800-L Wireless Controller".** Warranty: 01 (One) year local warranty.	12
27	24-Port 1G Copper Switch	Cisco	C1300-24T-4G	Nos.	Catalyst 1300 24 port GE, 4X1G SFP with rack mount kit. Warranty: 01 (One) year local warranty.	25
28	Installation, Testing & Commissioning	N/A	N/A	Nodes	PVC Pipe , Flexible Pipe, PVC Pipe Channel.	560
					Laying of UTP Cable. Fiber Cable.	
					Modular Punching Face plate end & PP End.	
					Fiber Backbone work & Splicing.	
					MK Box Installation	
					Rack Dressing & Switch Dressing.	
					Cable, Patch cord, Patch Panel labeling; comply to TIA/EIA standard.	
					LAN Node Testing by Cable Tester	
					Handmade Patch cord Making.	
					Group Cutting If Required End User Will be Provided.	

Note:

- **Please submit the above BOQ and Pricing format at your company letter head pad.**

Annexure-III

Financial Proposal Format of Supply, implementation, installation & configuration of Structured Network cabling (LAN works) at Meghna Life Insurance-Karnaphuli Bima Bhaban (NCC Bank Head Office Extension- 3rd , 4th , 5th & 6th Floor), Motijheel, Dhaka

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Form-B

The following formats needs to be filled and signed in ink along with the financial proposal.

Declaration of Financial Proposal

I / We declare that we accept all the Terms and Conditions (including technical, functional & contract) as mentioned in the Structured Network cabling (LAN works) at Meghna Life Insurance-Karnaphuli Bima Bhaban (NCC Bank Head Office Extension- 3rd , 4th , 5th & 6th Floor), Motijheel, Dhaka RFQ Document.

I / We declare that the Financial Proposal has been submitted without any conditions and strictly as per the conditions of the RFQ document and I / we are aware that the Financial Proposal is liable to be rejected if it contains any other conditions.

Signature of the bidder with seal

Name of Authorized Signatory :_____

Title of Authorized Signatory :_____

Name of Bidder/Company :_____

Date :_____

Phone/Mobile :_____

Email :_____

Price Form

(To be returned in original along with the Bid Proposals)

Document No.

To

Sir,

I/We hereby submit our Proposal forSupply, Implementation, Installation & configuration of Structured Network cabling (LAN works) at Meghna Life Insurance-Karnaphuli Bima Bhaban (NCC Bank Head Office Extension- 3rd , 4th , 5th & 6th Floor), Motijheel, Dhaka RFQ Document forthe Bank as per the functional requirements and technical specification given in this RFP document in Annexure II within the time specified and in accordance with the Terms and Conditions of this RFP. The rates are quoted in the prescribed format given below:

Part A: Copper part

Sl#	Items	Description	Qty.	Unit Cost in BDT (including Duties, VAT & Taxes)	Total Cost in BDT (including Duties, VAT & Taxes)

Sl	Component	Brand & Origin	Model	UoM	Qty.	Unit Cost in BDT (including Duties, VAT & Taxes)	Total Cost in BDT (including Duties, VAT & Taxes)
1	UTP Cable Cat-6, 23AWG	To be mentioned by the tenderer.	Please mention	Box's	80		
2	Patch Panel (Loaded)	To be mentioned by the tenderer.	Please mention	Nos.	24		
3	Cable Manager	To be mentioned	Please mention	Nos.	25		
4	Face Plate (1-Port)	Please mention	Please mention	Nos.	90		
5	Face Plate (2-Port)	Please mention	Please mention	Nos.	235		
6	Patch Cord-1M	Please mention	Please mention	Nos.	580		
7	Patch Cord-2M	Please mention	Please mention	Nos.	350		
8	Patch Cord-3M	Please mention	Please mention	Nos.	190		

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9	Patch Cord-5M	Please mention	Please mention	Nos.	20		
10	Cat6 Connector With Boot Cap.	Please mention	Please mention	Nos.	25		
11	MK Box	Please mention	Please mention	Nos.	325		
13	Rack 32U Floor Mount.	Toten/Other renowned Brand (original)	Please mention	Nos.	4		
14	PDU -10 port 16A C13/C14v	APC,USA	Please mention	Nos.	4		
15	Back To Back Power Cable			Nos.	24		
16	Fiber Uplink Solution for Single Line.			Mtr.	350		
				Nos.	38		
				Pair	12		
17	Copper Uplink Cable (F/UTP-CAT6A-23AWG LOSH/LSZH Cable Violet, (10G)			Mtr.	150		
	CAT6A (10G) Metal Connector. For Uplink Connection.			Nos.	2		
18	PVC Pipe	Local	N/A	Rft.	1000		
19	Flexible Pipe	Local	N/A	Rft.	2000		
20	PVC Channel	Local	N/A	Rft.	1000		
21	Accessories	N/A	N/A	Lot	1		
22	Special Cable Tray with Cover	Local	N/A	Nos.	4		

23	Special Ceiling Tray with Cover	Local	N/A	Rft.	390		
24	Special Ceiling Tray with Cover	Local	N/A	Rft.	240		
25	Online UPS-3 KVA		3 KVA	Nos.	4		
26	WiFi Access Point	Cisco	CISCO	Nos.	12		
27	24-Port 1G Copper Switch	Cisco	C1300-24T-4G	Nos.	25		
	Installation, Testing & Commissioning	N/A	N/A	Nodes	560		
Grand Total (Part A + Part B) including Vat & Tax							

Bidder shall clearly mention the following:

VAT, Taxes& Duties :included
Delivery Lead Time : ..... Working days from PO issuance date
Implementation Time : ..... Working days after delivery
Offer Validity :90 days

Performance Guarantee:

Awarded bidder shall have to submitPG/BG equivalent to 10% of this Purchase Order value in favor of NCCBPLC as the supplier's warranty/performance obligation form any schedule commercial bank for up to the end of Warranty Period in a prescribed format available with NCC Bank PLC. The Guarantee must be signed by 02 authorized signatories of the Guarantor-Bank who have PA and/ AS numbers. Please note that in this case, we do not receive any PG from our own Bank. If the awarded bidder fails to perform its obligation, PG may be forfeited.

Payment Terms:

We agree to the following Terms of Payment

Project Cost:

• 100% of total purchase value will be paid after successfully delivery, installation & go-live of completion of project.

Payment Currency:

Payment will be made in local currency (in BDT) to the local agent/partner of the awarded overseas bidder (preferable). In case of foreign solution provider, payment will be made through bank transfer /remittance upon getting regulatory/Central bank's permission.

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Penalty:

Structured Network cabling (LAN works) and other Hardware should be delivered within the agreed time line. If delayed, bank is entitled to charge a penalty @ 0.05% of Purchase Order/Contract value per calendar day basis subject to a maximum ceiling of 25% of the Purchase Order/Contract value or will lead to cancellation of the purchase order itself. However the VENDOR shall make all endeavors to deliver all items before the date.

Eligibility Criteria

Bidder shall submit require supporting documents as a proof of eligibility criteria as mention in SL No. 1 of Annexure –I: Instruction to the bidder.

Warranty & Annual Maintenance

The warranty period for the Structured Network cabling (LAN works)shall be at least for the period of 05 (Five) years for the date of Go-Live and vendor shall ensure maintenance & support service useful life time of the solution unless otherwise discontinued by NCCBPLC as per provision of signed agreement by the parties.

During the contract period the Vendor guarantees a minimum uptime of 99.99 % (other than communicated downtimes) on monthly basis for the entire solution provided. The successful Vendor is expected to submit a report within a week after expiry of every calendar month in this regard. Details terms & conditions are mentioned in the Agreement template.

Other Terms & Conditions:

1. All required services will be in Bangladesh.
2. The pricing should factor in all regulations and all quoted prices should be inclusive of VAT, taxes & all other duties/fees applicable to implement the system at NCC Bank PLC infrastructure.
3. The project is to be supported for a minimum period of 5 years/7 years from the date of Banks acceptance or Go-Live. Period of AMC is to be calculated after adjusting the aforesaid warranty.
4. Other than what is given above, the bidder is expected to account for any other deliverable to make the implementation successful and will be considered for commercial evaluation.

Data/Information with Supporting Documents:

Product/Solution Name :
Name & Address of Principal :
Name of Product/Solution :
Name & Address of Local Partner :

1. **Customers list of successful live implementation similar solution with contact information**

Item	Solution Name	Client Name	Client's Address	Industry Type	Implementation Year	Contact Person	Contact Number	Email	Remarks
LAN works									

If require please insert rows

2. **Company's Financial Strength both local Partner & Principal**

i). last 3 years revenue (share scan copy audited P&L & Balance Sheet) of both the local partner & Principal/Solution Provider

Particular	Financial Year	Principal	Local Partner
		Figure in BDT	Figure in BDT
Sales/Revenue	2022-23		
Sales/Revenue	2023-24		
Sales/Revenue	2024-25		

ii). **Resource strength: Total number of employee, Sales, Developer, Support etc.**

Local Partner

Particular	Number	Remarks
Management		
Sales		
Developer/Engineer		
After Sales Support team		
Other		
Total		

Principal/Solution Provider

Particular	Number	Remarks
Management		
Sales		
Developer/Engineer		
After Sales Support team		
Other		
Total		

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iii). **Company establishment & geographical footprint**

Local Partner

Particular	Year/Country	Remarks
Company Establishment	Mention the year	Provide supporting such as Trade license, Certification of Incorporation etc.
Geographical footprint		Mention the name of country where have your subsidiary business

Principal

Particular	Year/Country	Remarks
Company Establishment	Mention the year	Provide supporting such as Trade license, Certification of Incorporation etc.
Geographical footprint		Mention the name of country where have your subsidiary business

Evaluation parameters are appended below:

Key Point
Technology and Platform
Project Management Approach and Vendor/OEM SDLC Model.
Support Matrix and SLA
Past Experience with NCC Bank PLC
Proof of Concept
Information Security and Mitigation Approach
Vendor BCP Capability and Technical Resource Capability
Warranty
Delivery Lead Time
Client Reference & Best fit to Infrastructure
Experience with Similar Technical solution
Problem Management and Escalation Matrix
Governance practice, Size of the company and Financial Capability.

Signature of the bidder with seal

Name of Authorized Signatory :_____
Title of Authorized Signatory :_____
Name of Bidder/Company :_____
Date :_____
Phone/Mobile :_____
Email :_____

Annexure- 4

Supplier Information Form (SIF)

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SUPPLIER INFORMATION FORM (SIF)

Please provide the following information and attach extra documentation as required. Every question of this form must be completed. Insert "N/A" where questions are not applicable. All information held within this form is CONFIDENTIAL and will be handled accordingly.

1	**Legal Name of the Company:**
2	**Local Address:**
	Telephone: Mobile:
	Fax No.:
	E-mail:
	Web Address:
	Registered Address:
	Telephone: Mobile:
	Fax No.:
	E-mail:
	Web Address:
3	**Type or Structure of Supplier's Firm (please tick the appropriate one):**
	☐ Public Limited ☐ Private Limited ☐ Partnership ☐ Proprietorship ☐ Other
	Please provide the following information if yours' is a Proprietorship/ Partnership/Other Company:
	a. Date of Establishment:
	b. Total Capital/Investment (in BDT):
	Please provide the following information if yours' is a Limited Company/ Corporation:
	a. Place of Incorporation:
	b. Date of Incorporation:
	c. Paid-up Capital/Investment (in BDT):
	c. Estimated Total Amount of Revenue of last year:
4	**Nature of Business:** Manufacturer ☐ Supplier ☐ Service Provider ☐ Contractor ☐ Solution Provider ☐
	Please provide the product & service list below:
	Goods & Services Traded: **1.** **2.** **3.** **4.** **5.** **6.**
5	**Questioners (**Use √ Mark in the box**)** 1. Do you and Employees have Receive, Knowledge and Agree to the Comply NCCBL's SCOC? ☐ YES ☐ No 2. Do you Had any negative news in any sort of media? ☐ YES ☐ No IF Yes mention _____.
6	**List of Subsidiary/Branches**

	Name	Address	Contact Person & Contact No.	Business Category

7	**Owner's & Staff Information**		
	Owners/Key Personnel Name, Address & Contact No.		
	Name	**Address**	**Contact Number**
	No. of Management staff: _____. No. of Non-Mgt Staff: _____. No. of Contractual/Outsourced Staff: _____. No of Technical Staff: _____.		

8	**Main Contact Person for National Credit and Commerce Bank Limited Enquiries & Correspondence:**		
	Name	Address	Contact Numbers (Phone, Cell & Email)

9	**Vendor Bank Accounts Information:**
	List of the Supplier's Principal Bank(s):
	Name of the Bank: *[National Credit and Commerce Bank Limited Preferable]*
	Bank Account Name:
	Bank Account No.:
	Address:
	Telephone No.:
	Fax No.:
	E-mail:
	Web Address:

10	**After Sale Support Service :**
	Dedicated Maintenance & Support Stuff (Yes/No: _____. If yes number of service stuff: _____.
	Country Wide Network (Sales & Service Centers): (Yes/No: _____. If yes, number of Centers:_____.
	Response Time (in Hour): _____.
11	**Experience with National Credit and Commerce Bank Ltd:** Yes/No: .....If yes fill up the followings-
	Got first W/O (year):_____. Number of project executed: _____. *Note: Please provide necessary documents.*
12	**Supplier will Provide Copies of the Following Documents: (please mark items provided)**

	Name of the Document	Yes	No	N/A
A	Memorandum and Articles of Association (certified copy) (applicable for Limited Company Only)			

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B	Certificate of Incorporation (applicable for Limited Company Only)			
C	Valid Trade License			
D	Value Added Tax (VAT) Registration Certificate (applicable for Local Company/ Foreign Company if they participate through their local office in Bangladesh)			
E	Tax Identification Number (TIN) Certificate (applicable for Local Company/ Foreign Company if they participate through their local office in Bangladesh)			
F	Bank Solvency Certificate not older than 30 days from the date of submission (if not a Limited Company)			
G	Most current Annual Report (audited, if available) (applicable for Limited Company)			
H	Partnership Deed (applicable only for Partnership Firm)			
I	Company Brochure (recent/updated)			
J	ABC Supervisory License (electrical works only)			
K	Other document(s) related to your business (Licenses, Certifications, etc.)			
L	Experience Certificate			
M	Major Client List			
n	Logistic Support (applicable for distribution & related service company)			

Supplier Information Forms that are not completed in their entirety, with all relative and requested attachments or which are not certified by an acknowledged official of the entity may not be accepted by National Credit and Commerce Bank Limited.

The undersigned is authorized to Certify on behalf of the entity that all stated information in the above form and attachments are true and correct and no important and relevant information has been suppressed. The undersigned acknowledges that the Company at any time may verify the validity the above information.

I do hereby declare that all the provided information here above is fully correct. In case of any false/ mis-declaration, I shall personally be liable to appropriate legal action. I do take the responsibility to immediately inform of any change concerning the advice declaration. Considering all the details as above, I would like to be enlisted as a vendor in your esteemed company.

Signature & Seal :

Name of the Signatory :

Designation of the Signatory :

Name of Company :

Date :

Note: Enlistment does not give vendors guarantee of awarding any jobs. Rather it will give the opportunity to the vendors to participate in competitive bidding process as an competent vendor to supply goods/services to National Credit and Commerce Bank Ltd.