

MUTUAL TRUST BANK LTD. (MTB)

Prequalification for Enlistment

Against

Various Procurements & Services



মিউচুয়াল ট্রাস্ট ব্যাংক লিমিটেড
Mutual Trust Bank Ltd.

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Application Submission Letter

Ref No: _____

Date:

To

Head of MID

Mutual Trust Bank Ltd. (MTB)

MTB Centre

26 Gulshan Avenue

Dhaka – 1212, Bangladesh

I/We declare that, I/we have the legal capacity to enter into a contract with you, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices.

I/We am/are not submitting more than one Application in this enlistment/ renewal of enlistment process in my/our own name or other name or in different names.

I/We have examined and have no reservations to the Document issued by you.

II/We certify that to the best of my/our knowledge, the information provided by me/us is correct and true.

I/We understand that if any of the particulars and statements provided above is proven to be incorrect and false, my/our enlistment shall be liable to cancellation.

I/We understand that you reserve the right to reject all the Applications or annul the enlistment proceedings without incurring any liability to Applicant.

Signature of the Applicant



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FOR ENLISTMENT/RENEWAL OF ENLISTMENT

Application

[This Form should be completed and signed by the Applicant]

To: Head of MID Mutual Trust Bank Ltd. (MTB) MTB Centre 26 Gulshan Avenue Dhaka – 1212, Bangladesh	Date :
Invitation for Enlistment No:	
Application Type: <input type="checkbox"/> First Time Application <input type="checkbox"/> Renewal Application [USE ✓ MARKS]	

1. Information of the Applicant		
1.1	Name of Applicant	
1.2	Name of the Company/Firm/Service Provider	
1.3	Constitution of Applicant: [USE ✓ MARKS]	<input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Pvt. Ltd Company
1.4	Date of Constitution :	
1.4	Business/Mailing Address :	<ul style="list-style-type: none">• Vill/Street:• P.O:• District/City:• Post Code:• Telephone:• Fax:• E-Mail:
1.5	VAT Registration Number :	



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1.6	TIN :	
1.7	Personal Information of Proprietor/Managing Director/..... <u>(Add rows where requires)</u>	<ul style="list-style-type: none">• Name:• Male / Female [USE ✓ MARKS]• Father's Name:• Mother's name:• Age:• Educational Qualification:• National ID (if any):
1.7	Contact Details	<ul style="list-style-type: none">• Telephone:• Fax:• E-Mail:
1.8	Particulars of Bank Account	<ul style="list-style-type: none">• Name of the Bank:• Branch:• A/C No:
2. Other Information of the Applicant		
2.1	Enlistment Category <u>[USE ✓ MARKS]</u> <u>Firms, who are interested to be enlisted into more than one category must tick the appropriate box & shall have to be submit copies of all relevant documents against each category, as mentioned in"4.1 e".</u>	<ul style="list-style-type: none"><input type="checkbox"/> Interior fit out/renovation works<input type="checkbox"/> IT Equipment<input type="checkbox"/> IT Software/Application<input type="checkbox"/> IT Accessories<input type="checkbox"/> Office Equipment & Accessories<input type="checkbox"/> Printing<input type="checkbox"/> Supply of stationary items<input type="checkbox"/> Service Providers<input type="checkbox"/> Branding & Communications<input type="checkbox"/> Generator Supplier & Maintenance<input type="checkbox"/> AC Supplier<input type="checkbox"/> AC Maintenance<input type="checkbox"/> Office equipment Maintenance<input type="checkbox"/> Others/Misc (Specify):
2.4	Number of Employees:	<i>[List of Key Personnel, Bio-data of Technical Personnel shall be attached]</i> <ul style="list-style-type: none">• Technical:• Support staff:• Others:
2.6	Financial Resources/Source of financing	



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3.	Information on Debarment:	
3.1	Have you ever been debarred by any Govt. agency/Semi or non Govt. organization or Financial/non-financial institutions?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state when and where. You may attach separate sheet, if requires.
4.	Qualification requirement: <u>[All copies shall have to be attached by appropriate authority]</u>	
4.1	a. Valid Trade License b. TIN Certificate c. Bank Solvency Certificate d. VAT Registration e. Copies of all related work orders/job completion certificates, along with contact numbers for verification of work orders/certificates. f. Copies of NID of Owner/Proprietor/Partners	
5.	Attachment Checklist (tick appropriate one):	
5.1	• 3 copies of PP size photograph of Proprietor/Managing Director	<input type="checkbox"/>
5.2	• TIN Certificate	<input type="checkbox"/>
5.3	• VAT Registration certificate	<input type="checkbox"/>
5.4	• Affidavit/Article of Association of the Firm (as applicable)	<input type="checkbox"/>
5.5	• Valid Trade License	<input type="checkbox"/>
5.6	• Bio-data of Key Technical Personnel	<input type="checkbox"/>
5.7	• Evidence in support of age of Proprietor/Managing Director	<input type="checkbox"/>
5.8	• Nationality / Character Certificate of Proprietor/Managing Director from Local Government Institute	<input type="checkbox"/>
5.9	• An affidavit, confirming that the Applicant has the legal capacity to enter into a contract with Procuring Entity, and have not been declared ineligible by the Government of Bangladesh on charges of engaging in Corrupt, Fraudulent, Collusive or Coercive practices	<input type="checkbox"/>
5.10	Specimen Signature of the Applicant/s: <div style="display: flex; justify-content: space-around; margin-top: 10px;"><div style="border: 1px solid black; width: 200px; height: 40px;"></div><div style="border: 1px solid black; width: 200px; height: 40px;"></div><div style="border: 1px solid black; width: 200px; height: 40px;"></div></div>	



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Affidavit to be submitted by Applicants

(To be executed on non-judicial stamp paper)

I..... S/o//D/o..... presently residing
at hereby state as follows:

I was born on..... (date) in -----(name of District)

I take oath and solemnly declare/affirm that, I have the legal capacity to enter into a contract with Procuring Entity, and have not been declared ineligible by any of the Procurement Entity (PE) under any Government/semi Government/autonomous bodies of Government of Bangladesh on charges of engaging in Corrupt, Fraudulent, Collusive or Coercive practices and I further declare that I am a Citizen of Bangladesh and the particulars furnished by me/us above are correct and that I have not concealed or misrepresented any facts.

.....

Signature of the Applicant

WITNESSES

1.....

2.....

Sworn to before me

This..... Day of20 at

.....



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Terms & Conditions:

- **Enlistment Fee:** One time payment of BDT 2,500 (Bangladesh Taka Two Thousand Five Hundred only) at the beginning of enlistment.
- **Enlistment Renewal:** Enlistment shall be renewed after every two years with a “Renewal Fee” of BDT 2,000/-.
- **Security Deposit:** BDT 25,000/- (Bangladesh Taka Twenty Five Thousand only). Once a Firm/Vendor wishes to cancel the enlistment, this amount shall be returned.
- Enlisted firms must open account with MTB.
- MTB may accept or reject, in full or in part, any or all the applications, without assigning any reason whatsoever.
- Bank may at its discretion select/abandon the process of the enlistment at any time, without assigning any reason whatsoever.
- For any hand written corrections or over-writings, the signatory should initial such corrections.
- This document is the property of the bank and this can't be copied or used in any other manner except for the purpose of responding to this Prequalification for Enlistment application submission.
- All the documents submitted along with bids shall also become the property of the bank and retained by the bank unless otherwise specifically mentioned.
- Any form of lobbying/influence regarding enlistment shall lead to disqualification.